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2007-2008 OWNER / TENANT INFORMATION CHANGE OF ADDRESS FORM
 (Mail To Address Above)

Effective Date: _____

In accordance with Resolution Policy No. 02-01 and Amendment Resolution No. 02-01-01, please update my profile information as follows:

1. Owner(s) Full Name:

1. _____
 2. _____

2. Property Address:

City: Springfield **State:** Virginia **Zip Code:** 22152-_____

3. Mailing Address:

Same As Above

4. Owner Telephone Number(s) / Email Address:

Home: _____ **Cell:** _____ **Work:** _____
Email Address: _____
 ~Email Address Important for WEB Site Updates~

5. Tenant Name / Telephone Number(s) / Email Address:

Home: _____ **Cell:** _____ **Work:** _____
Email Address: _____

~Please Notify Treasurer Immediately Of Any Change In Tenant Information~
 * * *

6. Do You Use A Property Management Company/Agent to Manage Your Property? Yes No

If you have answered Yes, please provide the following information:
Company/Agency: _____
Contact Person/Agent: _____
Telephone Number: _____

7. Please specify your preference by checking the appropriate boxes:

Owner or Property Manager, where specified below, will receive Homeowner Payment Coupons, Updates to Homeowner’s Manual, Financial Statements, Community Notices and Newsletter.

Copy to Homeowner

Copy to Property Manager/Agent

You may indicate both at an additional fee of \$15.00 per mailing for reproduction and mailing costs.

Tenants not selecting email will receive only the newsletter entitled “The Bark.” It will be the responsibility of the Owner or Property Manager to ensure their Tenants receive up-to-date information regarding the Homeowner’s Manual or they can visit the web site at www.greentreevillage.net.

(checkmark) If there is no Property Manager and the Homeowner is out-of-the country, the Board will mail first class to the Tenant, updates to the Homeowners Manual at no additional charge.

No Homeowner Payments Coupons or Financial Statements will be forwarded to a Tenant unless the Owner specifies in writing.

8. Please direct the Board of Directors for distribution of your Parking Permits as follows:

- Distribute my parking permits to Current Tenant
- Distribute my parking permits to Homeowner
- Distribute my parking permits to Property Manager/Agent for Distribution and Responsibility

9. Do you prefer to receive Association information by mail or do you prefer to download and access information from our web site?

- I prefer to receive Association updates and notifications by First Class Mail
- I prefer to download and update my information through the web site. All email addresses must be up to date for log-in to access various sections of the web site and to receive The Bark Newsletter.

Repeat your current Email Address clearly: _____
(Only one email address can be used per Lot.)

It is imperative that we update our records and emergency contact information due to turnover in rentals, ownership and more importantly, for the appropriate distribution of your homeowner assessment coupons, parking permits and mailings. This information is confidential and is intended solely for the sole use of Association business.

Thank you for your cooperation.

Greentree Village Community Association Officers/Board of Directors
www.greentreevillage.net

This form must be updated on a yearly basis to ensure receipt of vital association information.