

CTHOA

OFFICAL CHANGE OF ADDRESS NOTICES

According to State Law all official mailing must be sent to either the unit address or the last official legal address of the owner as provided by you the owner. If mailing to the last address that was provided are returned as undeliverable then we must use and are only obligated to use the unit address – even if mailings to that address are returned.

It is your responsibility to notify us if and when you have a change of address. If you do not provide us with your change of address and you not living in the your unit – you will miss important mailings which is not usable as a defense against any consequences for not responding to our mailings – including late fee notices and notices of violations.

If you have had a change of address within the past year, have not received mail from us in the past two years – please submit your change of address now.

In the future you may submit a copy of this form in the mail (may be included with your next assessment payment) or check for an electronic submission version on our web site.

*Please note: This change of address must be your (the unit owner's) address and not to a non-owner such as a rental property manager or another family member who is not listed as an owner on the Deed. Such a change of addresses to a third party will be ignored and the Association will then only use the unit address and you will be responsible for the resulting consequences.*

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DATE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

*I (we) have recently had a change of address and/or a legal name change. Please send all new correspondences to the name and address listed below:*

New Name: \_\_\_\_\_

New Street Address \_\_\_\_\_

New City \_\_\_\_\_ New St \_\_\_\_\_ New Zip \_\_\_\_\_