

WILLOUGHBY FARMS

C/O Capital Realty Advisors, Inc.
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HOMEOWNER INFORMATION UP-DATE FORM &

'UNIT IDENTITY FORM' ~ Required by Documents to be supplied by new homeowners at the time of purchase. Return to CRA at the above address.

Please provide us with the following information so that we may keep your records up to date. Your personal information is required by Florida Law to be kept confidential and may not be released without your written permission. Anytime your phone numbers and/or e-mail addresses change, please let us know so we may contact you in case of emergency at your home.

During the annual hurricane season, we want to be able to contact you in a timely manor, should the need arise.....

• **Name of owner:** _____

Primary Address: _____

This is the address where CRA will send Association Mail and payment coupons.

City/State/Zip: _____

Telephone: Home _____ **Work** _____ **Cell** _____

Email: _____ **Email:** _____

• **Secondary Address:** _____

City/State/Zip: _____

Email Addresses: _____

• **Emergency Contact:** _____

Telephone: Home _____ **Work** _____ **Cell** _____

Email Addresses: _____

• **Name of Tenant (if leased):** _____

Property Address: _____ **City/State/Zip:** _____

Email Address: _____

Tenant Telephone: Home _____ **Work** _____ **Cell** _____

Please provide any other contact information you feel may be helpful in case of an emergency: _____

Please contact CRA should you have any changes of the above information in the future.

SPECIAL NOTE: If you leave for the summer or for any extended periods and would like your Association mail sent to a different address, to insure delivery, notify Wayne Stansel in the CRA Accounting Department at the above phone number or by mail just prior to your departure and upon your return.

If there are ever any questions, do not hesitate to contact us at the above number. **THANK YOU**