**RESIDENT CONTACT and ABSENT INFORMATION CHANGE FORM**

Date of Changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Possession Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIH Homeowners are responsible for keeping their contact information current with the HOA and are also responsible for maintaining their yards on a year-round basis. This can be difficult during your absence especially during the monsoon summer months. The SIH Board approved a policy and procedures for residents to keep the HOA informed of their contact information at the December 2016 board meeting. Please provide us your contact details and bring it to the Annual Meeting or mail it to: San Ignacio Heights, Inc.; PO Box 526; Green Valley, AZ 85622-0526. **Please provide your name and Green Valley street address and any information that has changed since the last time you filled out this form**.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GV Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/

GV Landline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Email Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year round resident: Yes or No

If absent: Street-City-State-zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent Landline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person performing yard maintenance in your absence:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ST.\_\_\_\_ Zip\_\_\_\_\_\_\_\_

Without this information, the board may have to arrange for property maintenance, with the cost billed to the property owner. This procedure was adopted in order to ensure the ongoing positive appearance of the neighborhood and reduce the incursion of noxious and/or pollen producing weeds.

**Thank you for helping us keep our records current**

**For Internal Use Only**

Reviewed by Martha \_\_\_\_\_\_\_ Reviewed by Denny \_\_\_\_\_\_\_ File Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Revised: 04/09/2022**