



Date: 01/01/2018-12/31/2018
TO: Mission Viejo Environmental Association
FROM: Tiffany Kaldenbach, Senior Community Manager

REQUEST FOR ANNUAL NOTICE OF ADDRESS, REPRESENTATIVE AND RENTAL STATUS (Civil Code section 4041)

Civil Code §4041 requires the Association to request each homeowner provide us with the following information on an annual basis. This request for information is required to be sent by associations to their members at least 30 days prior to making the Association's own Annual Budget Report disclosures under Civil Code §5300. You do not have to return this form if you respond online at www.vivoportal.com.

Name \_\_\_\_\_

Please complete this form regarding property address \_\_\_\_\_ and return it to the Association within 30 days: Please enter address

- 1. The address or addresses to which notices from the Association are to be delivered:

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- 2. An alternate or secondary address to which notices from the Association are to be delivered:

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- 3. The name and address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

- 4. Is the separate interest that you own (check one):

\_\_\_ Owner-occupied? \_\_\_ Rented out?

Please return this information to Mission Viejo Environmental Association c/o Action Property Management, 2603 Main Street, Suite 500, Irvine, CA 92614.