# þÿTimberlake Community Association Owner & Resident Information and Consent & Authorization Form (Updated 4/21/21)

## In order to serve each Timberlake Community Association Owner and Resident as quickly, efficiently, and as cost-effective as possible, please complete this form and return it to the management office as soon as possible. It is imperative that we ensure our records are complete and accurate in the case of emergency or assistance. This information is confidential and is intended solely for the use of the Managing Agent.

Date:

Is the Unit Owner Occupied? [ ] Yes [ ] No (If Not; see below)

Tenant Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

Lot/Unit Number:

Lot/Unit Address:

**Please select type of Lot/Home:**

Single Family Home \_\_\_\_\_\_\_\_\_

TOWNHOME \_\_\_\_\_\_\_\_\_\_\_

QUAD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner or Resident(s) Name(s):

Contact Information (please provide the telephone area codes):

Owner or Resident Name: Home: Email Address: Cell:

Business: Owner or Resident Name: Cell: Email Address: Business: **Emergency Contact:**

Name: Telephone:

Timberlake Community Association Owner & Resident Information and Consent & Authorization Form

Please list any additional information, residents, contact information and/or emergency contacts below:

**Electronic Delivery of Account Notices Consent & Authorization.** You agree for the Association & VSA Association Management, LLC (“VSAAM”) to service your account and membership, notify of Association meetings, notify and process the collection amounts that you may owe the Association and may contact you by the telephone at any telephone associated with your account, including wireless telephone numbers, which may result in charges to you. You also agree to receive text messaging notices regarding your account and membership which may result in standard text messaging rates. We may also contact you be sending e-mails, using any e-mail address you provide. I hereby authorize the Association & “VSAAM” to use the e-mail address listed on this consent and authorization form, as well as any other e-mails provided in the future, to contact me for all notices and reminders pertaining to my account, to use my phone number, including mobile phone numbers listed, as well as any other phone numbers provided in the future, for all notices and reminders pertaining to my account and membership, and to send me text messages to the mobile phone numbers listed on this consent and authorization form, and any other mobile phone numbers provided in the future. I hereby release the Association and “VSAAM” from any liability that may be incurred by usage of my e-mail address or mobile device. If you have elected to receive such notices electronically, if the e-mail notice is returned as undeliverable, the notice will then be sent to you by U.S. mail.

**Right to withdraw consent:** To discontinue this electronic delivery service, you can e-mail your request to the Association’s Managing Agent, “VSAAM”, or you can request a discontinuance of service by calling VSAAM at 757-821-8421. It may take up to **15** days to implement your request. After such time, you will no longer receive your account notices electronically.

Neither the Association nor “VSAAM” will charge a fee for discontinuing the service. To obtain a paper copy of a particular notice, contact “VSAAM”. By signing below, I acknowledge that I have read and accept the terms of the Electronic Delivery of Account Notices Consent & Authorization.

## Print Name Signature

## Print Name Signature