

# Owner Information Update Form

Greetings, it is critical that management maintains up to date and accurate records for your Association. Periodically we request owners to provide us with updated information. Even if your information has not changed, we ask that you please take a moment to complete and submit this form with your current information to ensure we can reach you and keep you informed as the need arises. Thank you in advance for your prompt attention to this request.

**NOTE: All information provided is kept strictly confidential and is not shared with any outside parties.**

Green Run Address: \_\_\_\_\_

Mailing Address: (if different) \_\_\_\_\_

\_\_\_\_\_

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

Email: \_\_\_\_\_

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

Email: \_\_\_\_\_

**RENTAL INFORMATION: (If your property is rented, a copy of the Property Occupant Form is required to be on file)**

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

Email: \_\_\_\_\_ Lease Expires: \_\_\_\_\_

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

Rental Management Co: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete and return:

**Green Run Homes Association**  
**1248 Green Garden Circle**  
**Virginia Beach, VA 23453**  
**Email: [admin@greenrun.org](mailto:admin@greenrun.org)**  
**Or electronically on [www.greenrunhoa.org](http://www.greenrunhoa.org)**

## Electronic Consent

Unless the Governing Documents or the Property Owners Act expressly provide otherwise, by providing an email address above, I, the undersigned below, hereby authorize the Board of Directors and/or Accounting Agent, at their option, to send any notice or communication pertaining to Association business or my lot via the email address(s) provided above. I understand it is my responsibility to keep the Association apprised of any changes in my email address and to hold the Association harmless for any failure to receive any Association communications as a direct result of my failure to notify the Association of a change in my address in a timely manner.

\_\_\_\_\_  
Signature of Lot Owner(s)

\_\_\_\_\_  
Signature of Lot Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date