



# Information & Property Release Form

Client Services Division

Date: \_\_\_\_\_ Association Name: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Individual(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please change my mailing address to:

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

As the owner of record for the property aforementioned, FirstService Residential has my permission to release the following item(s) to the authorized individual(s) \_\_\_\_\_, for this property until \_\_\_\_\_  
Date \_\_\_\_\_

- | Owner's Initials | Initiating here _____ will give full access to all items listed below |
|------------------|---|
| _____            | Entry into the Gate System  |
| _____            | Community Keys  |
| _____            | Gate Remote/Card  |
| _____            | Assessment Account Information  |
| _____            | Parking Passes  |
| _____            | Visitor Tags  |
| _____            | Non-Compliance Issues   |
| _____            | **Billing/Mailing address changes                                     |

**\*\*DISCLAIMER - Authorizing others, including individuals or business entities, to change billing/ mailing addresses may result in a billing/ mailing address change without owner notification. When a billing/ mailing address change is initiated, all correspondence, including violations, agendas, election materials (ballots), etc., will be mailed to the new address provided. It is the responsibility of the recipient to provide all correspondence to the owner of the unit.**

**The above fields must be initialed by the homeowner or the information/property will not be released. The form must be signed by the homeowner prior to release of information and/or property listed above.**

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED: \_\_\_\_\_ ENTERED: \_\_\_\_\_ INTERNAL USE ONLY BY: \_\_\_\_\_

ASSOCIATION INITIALS \_\_\_\_\_ #OF PAGES \_\_\_\_\_ ADDRESS \_\_\_\_\_ Property Release DOCUMENT TYPE \_\_\_\_\_

