

# COMMUNICATION PREFERENCES FORM

## LEVEL COMMUNITY MANAGEMENT

8966 SPANISH RIDGE AVE, SUITE 100 LAS VEGAS, NV 89148 • TEL: 702-433-0149 • FAX: 702-444-2416

EMAIL- [HELP@LEVELPROP.COM](mailto:HELP@LEVELPROP.COM)

### CONTACT INFORMATION

OWNER'S NAME: \_\_\_\_\_

PROPERTY ADDRESS (WITHIN THE HOA): \_\_\_\_\_

HOA NAME: \_\_\_\_\_

PREFERRED PHONE: \_\_\_\_\_

### COMMUNICATION FROM THE ASSOCIATION

State law requires that certain notices from the association are sent to you via US Postal service. Additionally, some notices, such as compliance letters or certain delinquency letters must be sent to you at your address within the homeowners association (HOA) regardless of whether or not you occupy the home you own within the HOA. If you do not live at the home within the HOA, and you have provided the Association with an alternate mailing address, we will send a copy of these notices to you at your address within the HOA and also to your alternate mailing address.

Lastly, if you instruct the HOA to do so, state law allows for several different types of notices to be sent via email only. These notices include, but are not limited to, meeting notices/agendas, newsletters, and budget packages.

Please complete the form below to let the Association know if you want your mail delivered to you at an address other than your property within the HOA (a second home, P.O. Box, an authorized third party, etc.) and to let the Association know if you wish to receive notices via email.

If no box is checked, or if incomplete information is provided, notices will be sent to the address of the property you own within the HOA.

Send notices to me at my property address (within the community) as listed above.

Send notices to me at my alternate mailing address as listed below.

MAILING ADDRESS: \_\_\_\_\_

Send notices to me care of my property management company/authorized agent at their mailing address as listed below.

PROPERTY MANAGEMENT COMPANY/AUTHORIZED AGENT \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**ONE EMAIL ADDRESS** may be designated for correspondence that the owner wishes to receive via electronic mail. We will either send you notices via US Postal Service and also via electronic copy or, **if you check the box below**, in instances where allowable by state law we will send communications to you via email **ONLY**.

DESIGNATED EMAIL ADDRESS: \_\_\_\_\_

I want notices to be sent to me by **email only**, as allowed by statute. I consent to and acknowledge that I will not receive a hard copy of such notices, to include meeting notices/agendas, newsletters and budget packages.

OWNER: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date