COMMUNICATION PREFERENCES FORM

LEVEL COMMUNITY MANAGEMENT

8966 SPANISH RIDGE AVE, SUITE 100 LAS VEGAS, NV 89148 • HELP@LEVELPROP.COM

CONTACT INFORMATION

OWNER'S NAME: _____

PROPERTY ADDRESS (WITHIN THE HOA): _____

HOA NAME: _____

PREFERRED PHONE: _____

COMMUNICATION FROM THE ASSOCIATION

Under Nevada law (**NRS 116.31068**), the Association now delivers notices to owners by **email as the default method of delivery** whenever we have a valid, designated email address on file for you. This includes meeting notices and agendas, newsletters, budget packages, compliance/violation notices, and most other notices and communications required under NRS Chapter 116.

Certain notices are still **required by law to be mailed** to you at your property address within the HOA regardless of your email election, and cannot be delivered by email alone. These include the notice of delinquent assessment, the notice of default and election to sell, and other lien, collection, and foreclosure-related notices under **NRS 116.3116 through 116.31168**. 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 specific notices to you at both your property address and your alternate mailing address, as required by law.

If we do not have a valid email address on file for you, you will continue to receive all notices by mail at your property address (or your alternate mailing address, if one is on file) until you provide one. Please complete the form below so the Association has your current contact information and communication preference.

DESIGNATED EMAIL ADDRESS

Please designate **ONE** email address at which you wish to receive notices from the Association. Nevada law permits an owner to designate only one email address for this purpose (*NRS 116.31068(4)*).

DESIGNATED EMAIL ADDRESS: _____

Unless you check the box below, all notices that Nevada law allows to be delivered electronically will be sent to you by **EMAIL ONLY** at the address above, and you will ***not*** receive a separate paper copy by mail — except for the delinquent-assessment, default, and foreclosure-related notices described above, which state law requires us to mail to you regardless of this election.

PAPER MAIL ELECTION

☐ I would like to **continue receiving paper notices by U.S. Mail**. I understand that by checking this box, I am opting out of email-only delivery as allowed under NRS 116.31068, and the Association will mail notices to me at the address I select below, in addition to any notices sent by email.

This election remains in effect only as long as a valid email address is on file for you. You may change this election at any time by submitting a new copy of this form.

MAILING ADDRESS FOR PAPER NOTICES

Complete this section if you checked the box above, or so the Association knows where to send any notices that state law requires to be mailed to you regardless of your election above.

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

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

MAILING ADDRESS: _____

☐ Send mailed 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: _____

If no box is checked in this section, or if incomplete information is provided, any notices required to be mailed will be sent to the property address listed above.

OWNER: _____ _____

Signature Date

This form can also be filled out and submitted online here: HTTPS://WWW.LEVELPROP.COM/FORM-COMMUNICATION-PREFERENCES/

INFORMATION PROVIDED WILL NOT BE SHARED WITH ANY OTHER PARTIES