

# THEOHARIS

— MANAGEMENT. LLC —

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Phone: 202.387.0881

[Management@Theoharis.com](mailto:Management@Theoharis.com)

[www.Theoharis.com](http://www.Theoharis.com)

## Owner Contact Information Form Electronic Communications Authorization

Please provide Theoharis Management LLC, with your up-to-date contact information in order to assure you receive all community communications from the Board of Directors and/or Theoharis Management LLC, Agent in the most timely and cost-efficient manner.

Upon completion, please scan or email / fax the form back to Theoharis Management at:  
[management@theoharis.com](mailto:management@theoharis.com) or (202) 318-8823

Community Name: \_\_\_\_\_

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

Owner #1 Name: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

Phone # (Primary): \_\_\_\_\_

Owner #2 Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

**Please read and complete the Electronic Communications Authorization statement below:**

I, \_\_\_\_\_, (Owner Name) and \_\_\_\_\_ hereby authorize \_\_\_\_\_ (Name of Association) and its Board of Directors and/or Property Management Agent to communicate with me exclusively via email including, but not limited to, the provision of meeting notices, covenant enforcement notices, assessment notices and all other notices relating to Association business. I understand that it is my sole responsibility to update my email address and other contact information with Theoharis Management LLC if there is any change. I understand that email will be the only method by which I receive notices and that I will not receive any notices via USPS mail.

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_