



**Request for Annual Notice of Address, Representative, and Occupancy Status**

[Civil Code §4041](#)

In 2016, Senate Bill 918 was passed, requiring HOAs annually to tell members (in writing) that it is the member’s responsibility to tell us (LHA) the information below. Please complete the form and return to LHA by February 18, 2017. *This is required even if you receive LHA correspondence by email but does not change how you receive correspondence.*

1. The address(es) to which notices from LHA are to be delivered.	

2. An alternate or secondary address to which notices from LHA are to be delivered.	

3. The name and address of a legal representative, including, if anyone, with a power of attorney, who can be contacted in the event of the owner’s extended absence.	

4. Is the house _____? (check only one)	<input type="checkbox"/> owner-occupied	<input type="checkbox"/> rented out
	<input type="checkbox"/> vacant	<input type="checkbox"/> undeveloped

5. Member name	
LHA property address	

If you do not provide contact information (item #1 & #2), the property address shall be deemed to be the address to which notices are to be delivered. ([Civ. Code §4041](#))

You may return this by scan & email, hand delivery to the office, or mail.