



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

[Civil Code §4041](#)

HOAs are required to annually 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. *This is required even if you receive LHA correspondence by email; it does not change how you receive correspondence.* Once submitted, only re-submit when the information changes.

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. The house is \_\_\_\_\_.  owner-occupied  rented out  
(check only one)  vacant  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.