



ASSOCIATION PROPERTY MANAGER

CONTACT INFORMATION

OWNER ISSUES REPORTING FORM



Amber Hancock
Community Association Manager

We've Moved!

1789 E College Parkway, Ste 128 | Carson City, NV 89706
phone: **775.298.7984** | fax: **775.832.4036**

JOBS PEAK RANCH COMMUNITY ASSOCIATION

CONTACT INFORMATION FORM

IMPORTANT: Owners are encouraged to indicate on the form that you would like to receive correspondence via email instead of U.S. mail. This allows faster communication in the event of problems with your unit, including any health and safety issues that may arise at the property and saves the Association money on postage.

OWNER NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHYSICAL ADDRESS (If Different than Above):

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

IF PROPERTY IS A RENTAL: Rental Agent: Company Name, Phone Number & Email Address (if applicable):

Tenant, Phone Number & Email (if applicable) _____

IF OTHER THAN RENTAL AGENT, PERSON TO CONTACT FOR EMERGENCY ACCESS:

Name: _____ Phone Number: _____

Email Address: _____

***IMPORTANT:** Please adjust any spam blocker to allow e-mails from:

- (1) amber.hancock@ipm-tahoe.com
- (2) notifications@ipm-tahoe.com
- (3) info@ipm-tahoe.com

YES ___ NO ___ I authorize IPM to **USE MY E-MAIL** for association correspondence/statements.

YES ___ NO ___ I give permission to provide this information in an **OWNER DIRECTORY** of JPR HOA

SIGNATURE OF RELEASE: _____ DATE: _____

Any owner renting their unit must provide their tenant a written rental agreement incorporating Jobs Peak Ranch Homeowners Association Rules and Regulations into the agreement.

Please use this form when reporting:

- ◆ *Maintenance or Landscaping issues*
- ◆ *Suggestions for general improvement*
- ◆ *Possible violations of the CC&R's*

or requesting:

- ◆ *Bookkeeping information*



DATE: _____

TO: Job's Peak Ranch CAI

RE: _____

SUBMITTED BY: _____

Property Address: _____

Phone #: _____

Professionally managed by:

OFFICE USE ONLY:

Large rectangular area with a dotted background for office use.