



"Your community is in our hands."

Homeowner Information Sheet

COVENGTON SQUARE ASSOCIATION

This is general information needed by your Homeowner Association to make sure any and all correspondence is mailed to the correct address. For those of you who rent your units, contact numbers for your management company enable us to reach someone in case of an emergency.

REMEMBER: IT IS YOUR RESPONSIBILITY AS A HOMEOWNER TO KEEP YOUR CONTACT INFORMATION CURRENT.

Please take a few minutes and fill this form out. It will be filed in your personal file at our office. You may mail/drop it off to our office at **3107-B South Evans Street, Greenville, NC 27834**. Or **E-mail it to our Receptionist at: receptionhoa@gmail.com**

Unit #: _____

Homeowner Name: _____

Spouse/Co-Owner Name: _____

Owner's Mailing Address: _____

Homeowner Phone Number: (H) _____ **(C)** _____

Spouse/Co-Owner Phone Number: (H) _____ **(C)** _____

Homeowner E-Mail: _____

Spouse/Co-Owner E-mail: _____

Emergency Contact/Number: _____

IF YOUR UNIT IS RENTED AND IS PROFESSIONALLY MANAGED PLEASE PROVIDE:

Management Company: _____

Management Contact: _____

Phone Number: _____ **E-mail:** _____

