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*"Your community is in our hands."*

## **Homeowner Information Sheet**

### **SHAMROCK 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](mailto: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:** \_\_\_\_\_