



"Your community is in our hands."

Homeowner Information Sheet

Mellon Downs 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 with your personal file at our office. You may mail or drop it off to our office at **3107-B S. Evans St. Greenville, NC 27834** or email to **receptionhoa@gmail.com**

Unit #: _____ Street: _____

Homeowner Name: _____

Spouse/Co-Owner Name: _____

Owner's Mailing Address: _____

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

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

Homeowner Email: _____

Spouse/Co-Owner Email: _____

Emergency Contact/Number: _____

Property Purchase Date: _____

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

Management Company: _____

Phone #: _____ Email: _____

3107-B South Evans Street Greenville, NC 27834

Phone 252-565-4820 - Fax 252-355-HOA0 (4620)

www.hoamgtcompany.com