

[Enter name of homeowners association]
[Enter mailing address of homeowners association]

[Enter date]

[Enter name and mailing address of absentee owner]

Reference: [Enter address of lot owned by absentee owner]

The [Enter name of homeowners association] Board of Directors maintains a roster of all residents of [Enter name of cluster/condo]. The roster facilitates contacting residents for the following purposes:

- Association business (typically limited to Owners)
- Community activities open to all residents
- Emergencies

Our records indicate that you are an absentee owner, or represent the absentee owner, of the above referenced unit in [Enter name of cluster/condo]. We would like to update our records with the name and home phone number of any tenant(s) currently living in the referenced unit. We would appreciate it if you would send us this information at your earliest convenience. In addition, if you have an e-mail address at which we can contact you for Association business, we would appreciate that as well.

Please feel free to call me at [Enter contact telephone number] should you have any question regarding this request.

Thank you.

[Name]
President
[Enter name of homeowners association]