

# VINTAGE PLACE COMMUNITY ASSOCIATION

## OWNER DIRECTORY FORM

In the past, we have experienced emergency situations which have made us aware of the critical need for a current list of names and telephone numbers of co-owners and renters at your community. Please fill in the form below and return it to Sequoia Management so that we may have this information on file. These numbers are not for publication, they will only be used by Sequoia Management and the Association to contact you.

NAME(S) \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS (IF OTHER THAN UNIT ADDRESS)  
\_\_\_\_\_  
\_\_\_\_\_

BILLING ADDRESS (IF OTHER THAN MAILING ADDRESS)  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBERS: HOME \_\_\_\_\_ OFFICE \_\_\_\_\_

HOME \_\_\_\_\_ OFFICE \_\_\_\_\_

E-Mail: \_\_\_\_\_

Emergency Contact (optional): \_\_\_\_\_  
\_\_\_\_\_

TENANT INFORMATION (IF APPLICABLE)

NAME \_\_\_\_\_

PHONE NUMBERS: HOME \_\_\_\_\_ OFFICE \_\_\_\_\_

**PLEASE MAIL TO:**  
Sequoia Management, Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151-2283

## VINTAGE PLACE COMMUNITY DIRECTORY

We are in the process of putting together a community directory for Vintage Place. The directory will include Name, Address, home phone and e-mail address.

Please fill out and return the following basic information; **PLEASE PRINT**

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Owner's Name

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Address

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please check the appropriate response:

\_\_\_\_\_ Include my home phone number in the community directory.

\_\_\_\_\_ Do not include my home phone number in the directory. Keep it on file for emergency use only.