



December 31, 2016

Rio Bravo Community Association Owners

Regarding: Owner Requirement to Update Contact Information and Property Status

Dear Owner:

You are hereby notified pursuant to California Civil Code § 4041 (new, effective January 1, 2017), to provide an ANNUAL update to your contact information and property status. More specifically, your address or addresses to which notices from RBCA are to be delivered; An alternate or secondary address to which notices from RBCA are to be delivered; the name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence; and the status of your property, such as whether you are the owner-occupier, the property is rented out, the parcel is developed but vacant, or if the parcel is undeveloped land.

Property owners are required to complete applicable sections below and return to Rio Bravo Community Association, no later than January 31, 2017.

PROPERTY ADDRESS: _____

Please specify property status:

- Owner Occupied Tenant related to Owner – Relationship: _____
 Tenant Occupied Unoccupied

OWNER(s) Information (as indicated on Grant Deed)		
Owner(s) Name		
Mailing Address		
Telephone Number(s)		
E-mail Address		
<input type="checkbox"/> LEGAL REP. /AGENT/ PROPERTY MANAGER Information (if applicable)		
Company	Agent(s)	
Mailing Address		
E-mail Address		
Telephone Number(s)		
<input type="checkbox"/> TENANT Information		
Name(s)		
Lease Contract – Effective Date		Expiration Date
E-mail Address		
Telephone Number(s)		