



## OWNER AND TENANT CONTACT INFORMATION REMINDER

This is a general reminder to all owners of the importance of your online portal as it relates to providing information required by your association. As unit owners, you have access to your profile within our system through your portal. This allows you to update your own contact information, as well as that of any tenants you may be renting your unit to.

Maintaining this information in our system is critical to us being able to effectively communicate with you as well as your tenants for any COA-related matters, including general mass notices, warnings and violations, meeting details, etc. As such, it is a requirement of all owners in our community associations to provide updated and accurate contact information for yourselves as well as any tenants you may have occupying the property. As owners, you ultimately are responsible for ensuring that your tenants are adhering to the provisions of the association's governing documents. It is expected to be made clear in any lease you provide to your tenants that they are subject to all COA governing document provisions. It is also expected that you maintain awareness of COA-related matters as they evolve and communicate any changes to your tenants.

If violations are noted for your property, notification is sent via email and also posted directly to the unit. Any email address on file for the property will receive that notification, which is why it's important and recommended that you maintain a valid email address in your profile. If you have a mailing address that is separate from your association property address reflected in our system, any notices that we mail out will be sent there, as well, to ensure receipt by you as the owner. Please remember, if tenant information is not provided and reflected in our system, it is expected that COA-related communications sent to the owner will be relayed to the tenant.

Please understand that all COA-related notifications, memos, or information may be sent in the following ways so that you can ensure you are actively monitoring for such messages for yourself and for your tenants:

- Text
- Email
- Letter
- Door Letter

**To avoid potential violations and subsequent fines as a result of not providing contact information that is required by your association's governing documents, please ensure all contact details for yourself and your tenants (if applicable) is updated through your owner portal.** You are also encouraged to be familiar with the current rules and regulations of your association, which can be found on your association's dedicated page on our website:

<https://www.apmutah.com/hoa-communities-we-serve>.

If you are unable to add the necessary contact information for you and any tenants you may have via your portal, feel free to email the information to our office at [info@apmutah.com](mailto:info@apmutah.com), and we will be happy to update your profile accordingly.

Thank you for help in keeping our system accurate and updated!  
Alliance Property Management

4655 S. 1900 W. Suite #6 Roy, UT 84067  
Phone: (801) 728-0454  
Fax: (801) 728-0455  
Email: [info@apmutah.com](mailto:info@apmutah.com)  
Web: [www.apmutah.com](http://www.apmutah.com)



## Resident Contact Information

Welcome to Alliance Property Management! We will be your primary contact for any property-related issues. You may reach our office at 801-728-0454 or email us at [info@apmutah.com](mailto:info@apmutah.com).

Please fill it out this contact sheet and send it back to us at 4655 S 1900 W Ste#6 Roy UT 84067 or email to [info@apmutah.com](mailto:info@apmutah.com)

Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Thank You,

Alliance Property Management

4655 S 1900 W Ste #6 Roy UT 84067

Phone: (801) 728-0454

Fax: (801) 728-0455

Email: [info@apmutah.com](mailto:info@apmutah.com)

Web: [www.apmutah.com](http://www.apmutah.com)



## Tenant Contact Information

It is helpful to our management process to have contact information for your tenants if your unit is rented. Please fill it out this contact sheet for your tenants (if applicable) and send it back to us at 4655 S. 1900 W. Ste. 6 Roy, UT 84067. You may also email the form to [info@apmutah.com](mailto:info@apmutah.com) or fax it to 801-728-0455.

Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Thank You,

Alliance Property Management

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