



RESIDENT AND TENANT CONTACT INFORMATION REMINDER

This is a general reminder to all homeowners of the importance of your online portal as it relates to providing information required by your association. As homeowners, 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 property 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 HOA-related matters, including general mass notices, warnings and violations, meeting details, etc. As such, it is a requirement of all homeowners 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 homeowners, you ultimately are responsible to ensure 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 HOA governing document provisions. It is also expected that you maintain awareness of HOA-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 residence. 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 homeowner. Please remember, if tenant information is not provided and reflected in our system, it is expected that HOA-related communications sent to the homeowner will be relayed to the tenant.

Please understand that all HOA-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) are 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, 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
Web: 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.

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

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

Web: 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 or fax it to 801-728-0455.

Name(s): _____

Phone Number: _____

Mobile Phone Number: _____

Email Address: _____

Thank You,

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