

Riviera West Contact Information Form • 2023

Date completed _____

California law requires us to annually notify you of your obligation to provide contact information so we can send legally-required notices and communications (Ca. Civil Code 4041). Updated contact information also makes it easier for us to reach you during an emergency, including evacuations or issues with your water service. According to the law, if an owner fails to provide contact information, our office will send notices to the Riviera West property address.

Riviera West address _____

Owner's name(s) _____

Address where Riviera West notices are to be delivered _____
(if different from Riviera West address above)

Alternate mailing address _____

Riviera West land line phone _____ email _____

Cell phone _____ Addl. cell phone(s) _____

Emergency contact person _____ Phone _____

Name and address of your legal representative, including a person with power of attorney, in case of your extended absence:

Property: ☐ Primary residence ☐ Vacation home ☐ Rental ☐ Short-term rental ☐ Unoccupied house ☐ Undeveloped lot

Number of people living in the home _____

If your home is a rental, please complete the following:

Renters' names _____

Number of people living in the house _____ Property manager _____

Renters' phone numbers _____

Renters' email/cell phone or other contact info _____

Emergency contact person for the rental _____ Phone _____

NOTE: Is your home a short-term rental? ☐ AirB&B ☐ Homeaway ☐ Other _____**Riviera West phone directory:** Check one: ☐ Yes, add my name and phone number to the phone directory booklet
☐ No, do not add my name and phone number to the phone directory booklet

The phone directory is only distributed to Riviera West members. Printed copies are available in the office and a password-protected directory is posted on the Riviera West website.

Property owner signature_____
Property owner signature **Please indicate your pool key number:**Visit www.rivierawesthoa.com for current events and information and to learn more about our community.**For Office Use Only** RW email _____ HV email _____ UMS _____ Fire Com _____

LC _____ Directory _____ Excel _____ QB _____ Wel Date _____