



AIA PROPERTY MANAGEMENT, INC.

HOA POA COA

We Will make your Property Management A Breeze!!

2108 E. Edgewood Drive. Lakeland, FL 33803. Phone: (863)686-3700 Fax: (863) 683-7537

Email Option and/or Information Update Form

We are working toward making communication with our clients/customers more convenient. With the current trend toward a more electronic communication, we have found that many of our clients/customers prefer to be contacted and receive information via email. Emailing is not only a convenient way of correspondence; it is also a way to save the Homeowner Association money in postage fees, paper, etc.

That being said, we would like to offer you the option of having all correspondence sent via email. If you are interested in receiving all of your statements, notices, etc. via email, please fill out the information below and sign your name. This will give us permission to mark your account with the email option for all future correspondence.

Also, whether you choose the email option or not; we would like to take this opportunity to ask for your updated information. Please fill out the information below and send it back to us in the envelope provided.

Thank you,
AIA Property Management

ASSOCIATION: _____

EMAIL OPTION: _____ YES _____ NO

EMAIL: _____

NAME: _____

HOA NAME: _____

PROPERTY ADDRESS: _____

ALTERNATE ADDRESS: _____

HOME PHONE: _____ ALTERNATE PHONE: _____

IS THIS A RENTAL PROPERTY? _____ YES _____ NO

IF YES, TENANT NAME: _____

IS THERE A REALTOR? _____ YES _____ NO

REALTOR NAME: _____ PHONE: _____

SIGNATURE (**Required for email option**): _____ DATE: _____

****Note:** Your information will not be used for any other purpose but to update your file and email you with correspondence in reference to your homeowner information related to the HOA/POA/COA of which you are a member. It will not be shared with any outside sources.