

Leisure Valley Ranch Property Owner Information Form
55+ Community

Date Submitted: _____ (*Office Staff to complete*) **Office Staff Initial** _____

Legal Owner #1: Last Name: _____ **First Name:** _____

Email Address #1: _____ **Phone Number #1:** _____

Legal Owner #2: Last Name: _____ **First Name:** _____

Email Address #2: _____ **Phone Number #2:** _____

If Occupant #2 is NOT a legal owner (name on property deed or title) complete the following:

Occupant #2: Last Name: _____ **First Name:** _____

Email Address #2: _____ **Phone Number #2:** _____

Name/ Birthdate of owner aged 55+:

Owner Name: _____ **Birthdate:** _____

LVR Street Address: _____ **Lot#** _____

Is residence lot part of any combined lot? If so, Lot #: _____ **or half lot #:** _____

Additional Lots owned: # _____ **#** _____ **#** _____ **#** _____

Mailing Address (if different from LVR address):

Street Address: _____ **City:** _____

State: _____ **Zip Code:** _____

Emergency Contact Name: _____ **Phone #:** _____

(New Owner only):

Property Purchased from: _____ **Date Purchased:** _____

Consent Questions

Please check your response for each item.

1. May the HOA include your name and phone number in the community phone directory? **Yes** / **No**
2. Do you agree to receive emails from the HOA regarding announcements, updates, and community information? **Yes** / **No**
3. Would you like user access created for you on the HOA website? **Yes** / **No**
4. How would you like your Homeowner's Association yearly invoice:
Emailed **OR** Mailed USPS **OR** Both Email and Mailed USPS

Legal Owner(s)/ Occupant Signature(s)

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Leisure Valley Ranch Property Owner Information Form Instructions for Completing

How Your Information Will Be Used

The information you provide will be used solely for official Homeowners Association purposes. This includes verifying residency, verifying 55+ status, maintaining accurate community records, communicating important updates, and ensuring safety through emergency contact availability. Your information will not be sold or shared outside of HOA operations unless required by law.

Instructions for Completing:

1. **Date Submitted (Office Staff to complete)** – When you present the completed forms to the front office the office staff will fill in the date and initial.
2. **Legal Owner #1** – Enter the **legal** owner's last name and first name. (a legal owner is the person whose name is on the property deed or title).
3. **Email Address #1** – Enter email address. This email address will be used for LVR email correspondence and website user set-up if indicated in the consent questions.
4. **Phone Number #1** – Enter the **legal** owner #1's phone number.
5. **Legal Owner #2** – Enter the **legal** owner's last name and first name. (a legal owner is the person whose name is on the property deed or title).
6. **Email Address #2** – Enter email address. This email address will be used for LVR email correspondence and website user set-up if indicated in the consent questions.
7. **Phone Number #2** – Enter the **legal** owner #2's phone number.
If Occupant #2 is not a legal owner complete the following:
8. **Occupant #2:** Enter the **occupant's** last name and first name.
9. **Occupant #2 Email Address** – Enter email address. This email address will be used for LVR email correspondence about activities and LVR updates indicated in the consent questions.
10. **Occupant Phone Number #2** – Enter **occupant #2's** phone number. You may have your phone number added to the LVR phone book if indicated in consent questions. You would be considered a long-term resident (longer than 1 year).
11. **55+ Verification** – Enter the owner name and birthdate of the owner who is aged 55 or over. (HOPA)
12. **LVR Street Address** – Enter Leisure Valley Ranch street address. If you have a different mailing address include that address in **Mailing Address (if different from LVR)**.
13. **Lot#** – Enter the Leisure Valley Ranch Lot number that you reside in.
14. **Is residence lot part of any combined lot? If so, Lot #** – Enter the lot number or half lot number if you reside on a combined lot.
15. **Additional Lots owned** – Enter the any additional lot numbers that you own.
16. **Mailing Address (if different from LVR)** – If you have a mailing address that is different than your LVR address, complete that mailing address here. This is where LVR mailings will be sent along with your annual Homeowner's Association Invoice. You are responsible for contacting the front office with any changes to your mailing address.
17. **Emergency Contact Name** – Enter the first and last name and phone number of an emergency contact. We will keep this information in our locked office. We will only use this contact in case of an emergency.
18. **Property Purchased from: (this is for New Owners Only)** – Enter the person you purchased the Leisure Valley Ranch property from and the date of purchase.

Consent Questions Instructions

Please check appropriate answer for each item.

1. **May the HOA include your name and phone number in the community phone directory? (For Legal Owners Only); Exception:** an occupant may request to have their phone number included or in the phone book if they reside longer than 1 year.)
 - Check **Yes** – if you would like your phone number included in the Leisure Valley Ranch Phone Book. The phone book can be purchased as a printed copy, and the phone book is also available on the LVR website as a secure document that requires logging into the website to view.
 - Check **No** – if you do not want your phone number included in the phone book.

2. **Do you agree to receive emails from the HOA regarding announcements, meeting minutes, updates, and community information? (Legal Owners Only – with exception)**
 - Check **Yes** – if you would like your email address included in the Leisure Valley Ranch email contacts list. You will receive LVR correspondence including announcements, meeting minutes, updates and other association emails. **Exception:** long-term occupants (not a legal owner) will receive LVR emails about activities and LVR updates. Your email address will be maintained securely and will not be shared with third parties for commercial, marketing or any purposes unrelated to LVR association business. I understand that it is my responsibility to inform LVR of any changes to my email address. I am responsible for ensuring that my email filters and settings allow the delivery of emails from the LVR. I further understand that I have the option at any time to opt out of email notifications.
 - Check **No** – if you do not want emails from Leisure Valley Ranch. (You may still receive your annual assessment invoice via email even if you opt out of the HOA correspondence listed above).

3. **Would you like user access created for you on the HOA website? (For Legal Owners Only)**
 - Check **Yes** – if you would like user access set-up. To view restricted LVR documents on the website you need to have user access set-up to login to view these documents.
 - Check **No** – if you do not want user access set up for you on the HOA website.
 - If you do not have an email address, contact the Webmaster for alternative set-up.

4. **How would you like your Homeowner’s Association yearly invoice? (For Legal Owners Only)**
 - Check **Emailed** if you would like the invoice sent via email to your email account.
 - Check **Mailed USPS** if you would like the invoice sent as a printed copy mailed by USPS.
 - Check **Both** if you would like the invoice emailed and mailed by USPS.

5. **Legal Owner(s)/ Occupant Signature(s)**
 - Each owner(s)/ occupants sign and date.