

**RAINTREE VILLAS HOMEOWNERS' ASSOCIATION DIRECTORY  
OWNER/TENANT UPDATE**

**HOMEOWNER INFORMATION:** Unit# \_\_\_\_\_

DATE SENT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

Homeowner(s) Name: \_\_\_\_\_  
Last/First/Middle Last/First/Middle

c/o: \_\_\_\_\_

Mailing Address (if other than unit #): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home# \_\_\_\_\_ Work# \_\_\_\_\_ E-Mail \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone# \_\_\_\_\_

**TENANT INFORMATION:** Unit# \_\_\_\_\_

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

Home# \_\_\_\_\_ Work# \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone# \_\_\_\_\_

**Please complete all the above information and return to:  
Michael Biddinger Real Estate, Inc.  
12020 N. Pennsylvania Ave.  
Oklahoma City, OK 73120  
Or Fax to: 405-752-4403**

\_\_\_\_\_ I authorize my name and phone numbers & e-mail address to be published in the Raintree HOA Directory

\_\_\_\_\_ I do not wish for my phone number and e-mail address to be published in the Raintree HOA Directory

**MBRE CHECKLIST**

**Administration:**

- \_\_\_\_\_ Update Directory
- \_\_\_\_\_ Update WP Address List
- \_\_\_\_\_ Mailed Update Letter
- \_\_\_\_\_ File
- \_\_\_\_\_ New Owner Letter