

SAINT MARTINS HOMEOWNERS ASSOCIATION, INC. 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 Saint Martins HOA Directory

_____ I do not wish for my phone number and e-mail address to be published in the Saint Martins HOA Directory

MBRE CHECKLIST

Accounting:

<p>_____ Update PCIII A/R</p> <p>_____ Edit Repeating Invoices</p> <p>_____ Edit S.A. Repeating Invoices</p> <p>_____ Edit Mem. Dues Roster</p> <p>_____ Edit S.A. Dues Roster</p>	<p>_____ Update Directory</p> <p>_____ Update WP Address List</p> <p>_____ Mailed Update Letter</p> <p>_____ File</p> <p>_____ New Owner Letter</p>
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