

6000 PENN HOMEOWNERS' ASSOCIATION, INC. DIRECTORY OWNER/TENANT UPDATE

DATE SENT: _____
RECEIVED: _____

Property Address: _____ Unit # _____

HOMEOWNER INFORMATION:

Name(s): Last/First/Middle

Last/First/Middle

Alternate Mailing Address: _____ (other than unit's, if needed):

City _____ State _____ Zip _____ County _____

Home# _____ Work# _____ E-Mail _____

Emergency Contact: _____ Phone# _____

(For office use only)

Access Card 1: _____ Access Card 2: _____ Dir Code: _____

TENANT INFORMATION: Update New (LIST PRIOR TENANT FOR REMOVAL)

Name(s): Last/First/Middle

Last/First/Middle

Home# _____ Work# _____ E-Mail _____

Emergency Contact: _____ Phone# _____

(For office use only)

Access Card 1: _____ Access Card 2: _____ Dir Code: _____

Return COMPLETED form to:
6000 Penn HOA, Inc.
6000 N Pennsylvania Ave
Oklahoma City, OK 73112
Or Fax to: 405-752-4403

I wish my name and phone numbers & e-mail address to be published in the 6000 Penn HOA Directory

I do not wish for my phone number and e-mail address to be published in the 6000 Penn HOA Directory

MBRE CHECKLIST

Accounting:

_____ Update Sage ACCTING	_____ Update Directory
_____ Update WP Address List	_____ Edit Member Dues Roster
_____ Mailed Update Letter	_____ File
_____ New Owner Letter	