

**SYCAMORE SQUARE CONDOMINIUM OWNERS'
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 wish my name and phone numbers & e-mail address to be published in the Sycamore Square COA Directory
 _____ I do not wish for my phone number and e-mail address to be published in the Sycamore Square COA Directory

MBRE CHECKLIST

Accounting:	
_____ Update Sage ACCTING	_____ Update Directory
_____ Edit Repeating Invoices	_____ Update WP Address List
_____ Edit Mem. Dues Roster	_____ Mailed Update Letter
_____ Edit Mem. Dues Roster	_____ File
	_____ New Owner Letter