

THE CENTENNIAL LOFTS 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:

**The Centennial Lofts Owners Association, Inc.
200 South Oklahoma Avenue, # 500
Oklahoma City, OK 73104**

_____ I authorize my name and phone numbers & e-mail address to be published in The Centennial OA Directory

_____ I do not wish for my phone number and e-mail address to be published in The Centennial OA Directory

MBRE CHECKLIST

Accounting:

_____ Update Sage ACCTING
_____ Edit Repeating Invoices
_____ Mailed Update Letter

_____ Update Directory
_____ Update WP Address List
_____ File
_____ New Owner Letter