

Southpointe Condominium Association Inc.

3700 Woodgate Blvd.

Orlando, FL 32822

(407) 282-9250

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We are updating our records and noticed we are missing accurate contact information on many owners. Many have moved and changed phone numbers and have not notified us. It is very important we have contact information on each owner, especially in the event of an emergency (fire, flood, etc.) We also MUST have access to every unit. Please take a moment to fill out this form and return it to us at your earliest convenience. Also please make sure we have either a key to your unit, or if you have a lockbox, please make sure your lockbox code is on file with the association. If you have an emergency in your unit, and we do not have access to your unit, and the correct contact information, the delay could cause more significant damage to your property.

Unit owner name

Southpointe address

Unit owner mailing address if different than Southpointe address

Unit owner phone number

Unit owner alternate phone number

Unit owner fax number

Unit owner email address

Is this unit a rental property? ____
Yes No

Do you use a rental agent/company? ____
Yes No

List rental agent/company name and number _____

Emergency contact name and number (other than unit owner) _____

You may return this form in person to the Southpointe office, or mail it to the address above, or email it to the email address listed above, or fax it to (407) 282-9772. Thank you!