

CHANGE OF OWNERSHIP FORM

DATE _____

SUBDIVISION: _____ LOT(s) #: _____

PROPERTY ADDRESS: _____

NEW OWNER: _____
First Name Last Name

Spouse / First Name Last Name

NAME & MAILING ADDRESS FOR DESIGNATED OWNER TO RECEIVE ALL BILLINGS & NOTIFICATIONS:

PHONES #'S (1) _____ - _____ - _____

CELL # (2) _____ - _____ - _____

CELL # (3) _____ - _____ - _____

E-MAIL _____

Would you like to receive our newsletter by email? ____ we will only use your email to send out our newsletter if this is checked

NAMES OF ALL OWNERS ON DEED - Name, Address, Phone & E-Mail (if applicable):

LIST ALL OTHER PROPERTY OWNED IN LAKE COLUMBIA P.O.A. SUBDIVISIONS:

TRASH NEEDS: YEARLY _____ SUMMER (May 1 TO Oct 31) _____ CUSTOM _____

This form can be filled out online and then printed out to either fax, mail, e-mail or drop it off at the office with a copy of your Deed.

LCPOA - 11281 Hewitt Road, Brooklyn, MI 49230

Phone: (517) 592-2361 • Fax #: (517) 592-3710 • e-mail: lcpoa@comcast.net

FOR OFFICE USE:

Verify Paid Account _____ (yes or no)

Change Customer _____ Sage

Change Inventory Item _____ Sage _____ Key Transfer

Change name on Trash list _____ Excel

Membership cards _____ Crystal reports

COPY OF DEED _____ (YES OR NO) - Deed Dated _____ Scanned & Entered in Sage _____