

Holbrook Heights Community Association

Jean Bates & Associates Management Company

P.O. Box 669
Danville, CA 94526
Phone: (925) 838-2095

Fax: (925) 838-2198

E-Mail: jeanbatesco@yahoo.com

Web: <http://jeanbatesassociates.com>

update info memo

To: Jean Bates & Associates Management Company

From:

Date:

Re: Update Property/Owner Information
HHCA Property
Location
Address

Please accept the following informational update for your records.

- New home owner
- Moved, but still own property within the Association
- Changed phone number
- Purchased additional property in the Association
- Other (explain)

All changes of contact information must be submitted to Jean Bates and Associates in writing by US mail, e-mail or fax.

Address: P.O. Box 669, Danville, CA 94526 **E-Mail:** jeanbatesco@yahoo.com **Fax:** (925) 838-2198

Owner Name:

Owner Mailing Address:

Owner Phone(s):

Alternate Contact:

Signature

Date