

## **Continental Ranch Community Association**

# **Paperless Opt-In Form**

Our paperless option allows you to receive your HOA assessment statement via email rather than in a printed, paper format. As a paperless member, you will NOT receive a paper statement in the mail and will instead receive an email with your statement attached in PDF format. CRCA semi-annual assessments are due every May 1<sup>st</sup> and November 1<sup>st</sup>, and statements will be emailed to you at least 30 days prior to those due dates. You are responsible for paying your assessment on time, even if you don't receive an email notification.

*This is an optional service for your convenience. If do not choose this option, a hard copy statement will continue to be mailed to your primary mailing address. This paperless option applies to semi-annual assessment statements ONLY. All other HOA notifications will still be sent by regular mail.*

To enroll, please complete and sign the authorization form below and email to [continental.ranch@yahoo.com](mailto:continental.ranch@yahoo.com) or deliver to the office at 9150 N Coachline Blvd. We will send you a confirmation email when your enrollment is completed. Please call the office at 520-297-7600 if you have any questions.

**If you own more than one property, please fill out a separate Opt-In form for each.**

**Property address:** \_\_\_\_\_

**Please send my semi-annual HOA Assessment Statement to:**

### **Required:**

Property owner name: \_\_\_\_\_

Email address (ONE ONLY): \_\_\_\_\_

### **Optional/If applicable:**

Property management name and email: \_\_\_\_\_

Tenant name and email: \_\_\_\_\_

☐ I agree to paperless billing as described above.

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_