

Arcadia Square Homeowners Association
Mission Management Services
8375 N. Oracle Road, Suite 150
Tucson, AZ 85704
Phone: (520) 797-3224
Email: customerservice@missionmanagement.biz

RE: Off-site address

Dear Owner:

You are receiving this letter to update our records regarding your property located in Arcadia Square HOA. All homeowners that have an off-site address are requested to contact us regarding the following information:

Is this property a rental?

1. If yes, please complete the enclosed form and return to us within 20 days of the date of this letter. **Any rental agreement must be in writing and be for a minimum of 30 days.**
- **2. Is this property a 2nd home?**
 - If yes, please check the box below, sign and date this letter and either mail, or email back to us.

This home is NOT a rental. Lot # _____ Address: _____

3. Check Box. I (the owner) will provide a copy of the CC&Rs & Rules to my tenant(s)

Printed name

Signature

Thank you for your prompt response in addressing this matter. Sincerely,

Kim Schone, CMCA
Managing agent for Arcadia Square HOA

Arcadia Square Homeowners Association
c/o Mission Management Services
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Dear Homeowner(s),

Please fill out the following information form and return it.

Name(s): _____

Mailing Address:

Home Phone: (____) _____

Work Phone: (____) _____

Cell Number _____ / _____

E-mail: _____

ALL PERSONAL INFORMATION WILL BE KEPT CONFIDENTIAL AND USED ONLY FOR THE PURPOSE OF CONTACTING YOU ABOUT YOUR LOT AND / OR NEIGHBORHOOD EVENTS.

- 1. If you are currently leasing your property, please provide your tenant with the CC&Rs & Rules and provide us with the following:**

Tenant Name(s): _____

Tenant Phone: _____

Lease Start and End Dates: _____

We thank you for your participation in updating your homeowner information.

Sincerely,

The Arcadia Square Board of Directors