



**ROYALE MANAGEMENT
S E R V I C E S**

OFFICIAL ADDRESS OF RECORD FORM

Please fill out and return to management: Royale Management Services 2319 N Andrews Avenue Fort Lauderdale, FL 33311
Fax: 954-563-2153/866-759-2153 Email: Admin@rmsaccounting.com

The official address of record is required for all Association correspondence. If you need to update your official address of record, you will need to submit another Official Address of Record Form. Your official address of record can be a mailing address or an email address **but it can not be both**. The official address of record is used for all required Association Notices and legal correspondence.

Name of Association (The name of your Condo, HOA or Co-op)

Unit No.

Select one option and check the box.

I choose to use a postal address.

I choose an email address.

Official Address of Record

(Please print legibly.)

Name

Address 1

Address 2

City, State, Zip

Country

Official Email Address of Record

If you agree to use the email address below as your official address of record and to receive your notices of Approved Special Assessments, notices of Special Meetings and other official Association correspondence via email instead of US Mail, please fill out the information below and return this form to management.

Please send all required Association notices to the following email: **(please print clearly)**

I agree that if I wish to rescind my agreement to receive my notices via Electronic Transmission, I will notify the Management in writing of my desire to begin receiving notices via regular mail.

Signature of Owner

Date

2319 N Andrews Avenue ♦ Fort Lauderdale Florida 33311

Local Phone 954-563-1269 ♦ Toll Free 800-382-1040

www.royalemanagement.com