

**HOMEOWNERS PRIMARY ADDRESS CHANGE &
TENANT INFORMATION SHEET**

*Please complete and return the requested information so that we may
better assist you.

Owner 1 Name: _____

Owner 2 Name: _____

Community Name: WINDMILL FARMS HOA _____

Property Address: _____

Current Off-Site Mailing Address (Primary): _____

Owner 1 Home Phone: _____ Cell: _____ Work: _____

Owner 1 E-Mail: _____

Owner 2 Home Phone: _____ Cell: _____ Work: _____

Owner 2 E-Mail: _____

Tenant 1 Name: _____

Tenant 2 Name: _____

Owner 1 Home Phone: _____ Cell: _____ Work: _____

Owner 1 E-Mail: _____

Owner 2 Home Phone: _____ Cell: _____ Work: _____

Owner 2 E-Mail: _____

Thank you,

Essex Management
1512 Crescent Dr, Ste. 112
Carrollton, Texas 75006
info@essexhoa.com



FRIENDLY REMINDER
RE: RENTAL PROPERTIES

Please remember, if you will be renting/leasing out your property you must make Essex Management, as the managing agent for the Windmill Farms community, aware (in writing) of your primary address change.

We also ask that you complete the tenant information on the **Homeowners Primary Address Change and Tenant Information Sheet**. This will assist Essex in keeping your homeowner file up to date while allowing you to receive any correspondence that may be sent out via U.S. mail as it pertains to the Windmill Farms HOA; more specifically to your homeowner account.

This form can be located on the Windmill Farms HOA website and can be Returned to Essex Management via U.S. Mail or e-mail.

Thank you,

Essex Management
1512 Crescent Dr, Ste. 112
Carrollton, Texas 75006
info@essexhoa.com