

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 9960 Mayland Drive, Suite 400
 Richmond, Virginia 23233-1485
 (804) 367-8510
www.dpor.virginia.gov



Common Interest Community Board

COMMON INTEREST COMMUNITY ASSOCIATION CONTACT PERSON/MANAGEMENT CHANGE FORM

ASSOCIATION INFORMATION

- Enter the Association's Common Interest Community Board Registration No.

0	5	5	0						
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- Full Name of Association _____
- Website Address of Association (if available) _____

CONTACT PERSON CHANGE

- Name of Former Contact Person _____
- Name of New Contact Person _____
- New Contact Person's Mailing Address _____

 City _____ State _____ Zip Code _____
- Contact Numbers _____
 Primary Telephone _____ Alternate Telephone _____ Fax _____
- Contact Person's Email Address _____
- Effective Date of Change _____

ASSOCIATION MANAGEMENT CHANGE

- Indicate how the community association is managed.
 - Self-managed (i.e., resident, volunteer, etc.)
 - Managed by an employee of the association
 - Under contract with a common interest community manager If under contract, provide the following information:
 - Name of Management Company _____
 - Common Interest Community Manager License Number

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 - Website Address of Management Company (if available) _____
- Effective Date of Change _____
- Signature of Representative _____
 Printed Name of Representative _____
 Representative's Title _____ Date _____

OFFICE USE ONLY	DATE	FEE NO FEE	TRANS CODE 8021	ENTITY #	FILE #/LICENSE # 0550	ISSUE DATE
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