

SOUTHWINDS AT THE MOORINGS

ADDRESS CHANGE FORM

In order to stay in contact, keep the mail flowing, and handle emergencies in a timely way, please submit the following information to our office when you will be away from Southwinds for an extended period. This will allow us to get your mail to you wherever you are at that time. **This form should be completed each time you leave or return to The Southwinds.**

Name: _____
(Please print)

Address: _____ Unit Number: _____

I/We are: (Circle One) In Residence Out of Town

From: (mm/dd/yr): _____ To: (mm/dd/yr): _____

Please use the following e-mail of mailing address during the dates noted above:

Emergency Phone Number: _____ Relationship: _____

E-mail address (if available): _____

Alternate Contact Number: _____ Relationship: _____

E-mail address (if available): _____

Are you leaving a car at the Condominium? (Circle one) Yes No

If so, Make: _____ Year: _____ Model: _____ Color: _____

Where will the keys be left? _____

The Maintenance Office has access to my unit through the Master Key: _____
(Per Florida Statue 718. *The Condominium Association must be provided access to your unit*)

In addition, I have left a key with: _____ Phone: _____

In case of an emergency, please list your contractors on the back of this form

Before you leave town and upon your return, please update & return this form to:

Southwinds at the Moorings
c/o Keystone Property Management Group, Inc.
780 US Highway 1, Suite 300
Vero Beach, FL 32962
Southwinds@keyirc.com

Owners Signature : _____ **Date:** _____