

## Property Owner Membership Information Update

In order to update information in the HAWL Membership database, please fill out **ONLY** the relevant section(s) below. Please note, a separate form is used to register renters with the HAWL office.

### Adding Residents:

Please include the required information for each resident to be added.

Name	Date of Birth	Relationship to Property Owner

Office Use Only: Membership Updated: \_\_\_\_\_

New Pool Card: \_\_\_\_\_

Security Memo Updated: \_\_\_\_\_

### Deleting Residents:

Please list the names of any residents that you would like removed from your account.

_____	_____
_____	_____
_____	_____
_____	_____

Office Use Only: Membership Updated: \_\_\_\_\_

New Pool Card: \_\_\_\_\_

Security Memo Updated: \_\_\_\_\_

### Phone Number Update:

Please indicate the phone numbers that you would like added to or deleted from the HAWL database. Keep in mind that only the numbers listed in the HAWL database will be allowed to call in guests at the HAWL Guard House.

Add the following numbers to my account:	Delete the following numbers from my account:

Office Use Only: Membership Updated: \_\_\_\_\_

Great Plains Updated: \_\_\_\_\_

Security Memo Updated: \_\_\_\_\_

### Change of Address:

In order to change the mailing address on file with the HAWL Office, please provide the necessary information below.

Street and Apt. # (if applicable): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Office Use Only: Great Plains Updated: \_\_\_\_\_

### Emergency Contact:

Emergency Contact Name: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Office Use Only: Membership Updated: \_\_\_\_\_

Security Memo Updated: \_\_\_\_\_

Lot #: \_\_\_\_\_ Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_