

# THE CHARLES, HPR

## Owner Contact Information Sheet

It is the responsibility of the owner to provide IMC Resort Services, Inc. with their current contact information. Please complete and return this form immediately to:

IMC Resort Services, Inc.  
 2 Corpus Christi, Ste. 302  
 Hilton Head Island, SC 29928

**Phone:** 843-785-4775  
**Toll-free:** 877-785-4775  
**Fax:** 843-785-3901

**Website:** [www.IMCHHI.com](http://www.IMCHHI.com)

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Date: \_\_\_\_\_ Villa # \_\_\_\_\_

Homeowner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Telephone, Fax, Etc.

	<u>PRIMARY CONTACT</u>	<u>ALTERNATE CONTACT</u>
<b>Name:</b>	_____	_____
<b>Daytime Ph:</b>	_____	_____
<b>Evening Ph:</b>	_____	_____
<b>Mobile Ph:</b>	_____	_____
<b>Villa Ph:</b>	_____	_____
<b>Alt Home Ph:</b>	_____	_____
<b>Email*:</b>	_____	_____
<b>Keyless Entry Code:</b>	_____	<b>Exp. Date:</b> _____

Please add the domains **@IMCResortServices.com** and **@IMCHHI.com** to your **SAFE SENDERS** list so that you won't miss important updates from your Management Team.

Rental or Managing Agent: \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Name \_\_\_\_\_

Owner/Occupant Emergency Contact: \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

*Information provided to IMC Resort Services, Inc. is kept in the strictest of confidence*

**Please return to the address or fax listed above or [FrontDesk@IMCHHI.com](mailto:FrontDesk@IMCHHI.com)**