

# The Professional Building Owner Contact Information Sheet

Owners are responsible for notifying IMC Resort Services, Inc. of any changes to their 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)

\*\*\*\*\*

Date: \_\_\_\_\_ Suite # \_\_\_\_\_

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

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

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

## Telephone, Fax, Etc.

	<u>PRIMARY CONTACT</u>	<u>ALTERNATE CONTACT</u>
<b>Name:</b>	_____	_____
<b>Daytime:</b>	_____	_____
<b>Evening:</b>	_____	_____
<b>Pager:</b>	_____	_____
<b>Fax:</b>	_____	_____
<b>Mobile:</b>	_____	_____
<b>Email:</b>	_____	_____

\*\*\*Please be sure to add the domain [@IMCResortServices.com](mailto:@IMCResortServices.com) & [@IMCHHI.com](mailto:@IMCHHI.com) to your **SAFE SENDERS** list so that you will not 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 above or [FrontDesk@IMCHHI.com](mailto:FrontDesk@IMCHHI.com)