

# Singleton Place HOA Owner Contact Information Sheet

Owners are responsible for notifying management 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.imcresortservices.com](http://www.imcresortservices.com)

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Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Address in Community: \_\_\_\_\_

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>Fax:</b>	_____	_____
<b>Mobile:</b>	_____	_____
<b>Alt Home</b>	_____	_____
<b>Email:</b>	_____	_____

**If you have a keyless entry code, please provide it:** \_\_\_\_\_

*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.*

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

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

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

Emergency Contact: \_\_\_\_\_

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