



## OWNER EMERGENCY CONTACT FORM

We feel that it is imperative to have the most current contact information for our records, especially in emergency situations in regards to your property. We would like for each homeowner to complete the form below and return to us. All information will be kept confidential.

**\*IF YOU SHOULD SELL YOUR PROPERTY, PLEASE CONTACT OUR OFFICE AND MAKE US AWARE OF THE CHANGE OF OWNERSHIP.**

DATE: \_\_\_\_\_ PREVIOUS OWNER NAME: \_\_\_\_\_

KIVA ADDRESS: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_ LOCAL PHONE: \_\_\_\_\_

OWNER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ SPOUSE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

- Please submit this form to: [Beth@kivadunes.com](mailto:Beth@kivadunes.com)

This form may be submitted inside the Kiva Office, by mail, or by fax to 251.540.7003.

Kiva Dunes  
815 Plantation Road  
Gulf Shores, AL 36542

### FOR OFFICE USE ONLY:

New Owner:

Change in Information:

Directory: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_

Associations: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_

Accounting: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_

Mail Chimp: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_

Barefoot: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_

Booklet: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_