

# HOMEOWNER REQUEST FOR CHANGES TO ACCOUNT

Name (s) on Account \_\_\_\_\_

Property Address \_\_\_\_\_

Contact Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Requested By \_\_\_\_\_

PLEASE SELECT THE CHANGE(S) REQUESTED AND COMPLETE THE CORRESPONDING SECTION (S):

Check Box if applicable

**NAME CHANGE DUE TO MARRIAGE OR DIVORCE**

**Must include copy of Marriage Certificate or Divorce Decree.**

New Name (PLEASE PRINT)

Check Box if applicable

**ADD PERSON TO ACCOUNT**

**Must include copy of Quit Claim Deed showing addition of person (s).**

New Owner's Name(s) (PLEASE PRINT)

Check Box if applicable

**REMOVE PERSON FROM ACCOUNT**

**Must include copy of Quit Claim Deed showing removal of person (s).**

Name(s) to be Removed (PLEASE PRINT)

Check Box if applicable

**CHANGE OF OWNERSHIP DUE TO DEATH**

**Must include copy of Death Certificate and Original Deed showing Right of Survivorship.**

Name(s) to be Removed (PLEASE PRINT)

Name(s) to be Added (PLEASE PRINT)

Check Box if applicable

**CHANGE OF OWNERSHIP / TRANSFER OF RESPONSIBILITY**

**Must include copy of New Deed. The new owner will be charged a fee for this transaction.**

Name(s) to be Removed (PLEASE PRINT)

Name(s) to be Added (PLEASE PRINT)

**AUTHORIZED SIGNER**

**Include Power of Attorney or Management Agreement if requestor is not on account.**

X \_\_\_\_\_

Return completed form to: Cornerstone Properties, Inc., P.O. Box 62073, Phoenix, AZ 85082 or Fax to (602) 244-9214 or email to [cornerstone@cpihoa.com](mailto:cornerstone@cpihoa.com)

For Internal Use Only

Property # \_\_\_\_\_ Lot# \_\_\_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_\_