

# SANCTUARY COVE HOA

## Owner Contact Information Sheet

Owners are responsible for providing IMC Charleston, LLC with their current contact information. Please complete and return this form to:

IMC Charleston, LLC  
 1 Carriage Lane, Ste C-100  
 Charleston, SC 29407

**Phone:** 843-297-8590  
**Fax:** 843-952-7192  
**Website:** [www.IMCCharleston.com](http://www.IMCCharleston.com)

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Date: \_\_\_\_\_ Address in community if different from mailing address \_\_\_\_\_

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> _____	_____
<b>Rental Agent:</b> _____	_____

\* Please add the domain **@IMCCHS.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 \_\_\_\_\_

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

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

***Information provided to IMC Charleston; LLC is kept in the strictest of confidence***