



Authorization for Electronic Billing and Correspondence Notice

According to the SVEA Governing Documents, it is mandatory for the owner to grant the HOA permission to send them notices electronically. SVEA is asking all owners who would like to continue to receive information such as assessments (paperless billing), meeting notices, newsletters, policy notices, and all other notices from the Sun Valley Elkhorn Association only via email to please sign and return this page to the SVEA management office at:

SVEA: PO Box 1708 Sun Valley, ID 83353. Attn: Email Authorization.
Owners can also email this page to svea@elkhorninsunvalley.com.

I _____
(Owner's Printed Name)

Deed owner of the unit located at

(Elkhorn Property Address(es) Applicable)

Grant SVEA permission to send all checked items below (paperless bills and correspondence ie: meeting notices, annual meeting proxy, newsletters, copies, policy changes, and all other unit-related information) to the following email address:

(Email Address)

SVEA will send all digital information to this primary email address.
I understand that it is my responsibility to update my primary contact information with the HOA as needed. SVEA recommends that all owners check their spam and/or junk folders to make sure their service provider is not filtering important association information.

Owners Signature **Date**

Please Check All Boxes in Which You Would Like to Receive Email Correspondence.

Billing ☐ **All Other Notices (Newsletters, Annual Mailings, SVEA Notices)** ☐

To be completed by SVEA Staff
Date Received at office _____ Staff members initials _____
Saved to owner file _____ Added to Email list: CC _____ ACC _____

Return to: SVEA: PO Box 1708 Sun Valley, ID 83353 Attn: Email Authorization
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