

Change of Address Form

Form OF-01

Use this form to update the mailing address on file for your owner account.

OWNER & PROPERTY INFORMATION

Owner Name

Property Address(es)

ADDRESS CHANGE

Previous Mailing Address

New Mailing Address

Effective Date

CONTACT INFORMATION

Phone Number

Email Address

Confirmation: I confirm the information above is accurate and authorize Southern Oak Property Management to update my mailing address on file effective the date specified.

Owner Signature

Date Signed

Direct Deposit Authorization

Form OF-02

Use this form to add or update the bank account used for your owner distributions.

OWNER & PROPERTY INFORMATION

Owner Name

Property Address(es)

BANK ACCOUNT DETAILS

Bank Name

ROUTING NUMBER

ACCOUNT NUMBER

Account Type

Checking

Savings

Effective Date

Please attach a voided check or a bank letter confirming the account holder name, routing number, and account number.

CONTACT INFORMATION

Phone Number

Email Address

Authorization: I authorize Southern Oak Property Management to deposit owner distributions into the account listed above until I provide written notice of a change.

Owner Signature

Date Signed

Capital Improvement / Project Authorization

Form OF-03

Use this form to authorize projects that exceed the maintenance approval threshold in your Property Management Agreement.

OWNER & PROPERTY INFORMATION

Owner Name

Property Address

PROJECT DETAILS

Project Description

Vendor / Contractor

ESTIMATED COST

CONTINGENCY ALLOWANCE (%)

ESTIMATED START DATE

ESTIMATED COMPLETION DATE

Funding Source

Owner Reserve Funds

Next Distribution

Owner-Provided Funds

Owner Authorization: I authorize Southern Oak Property Management to proceed with the project described above, subject to the terms of the Property Management Agreement, and understand that costs exceeding the estimate above by more than the contingency allowance will require my separate approval.

Owner Signature

Date Signed