



## SUNSHINE MANAGEMENT

Dear Owner:

We would like to update our records with your contact information. Please fill out all applicable information below, and email it to Robyn Miller at [robyn@sunshinemanagement.net](mailto:robyn@sunshinemanagement.net) (you may also fax it to 301-663-0070). Thank you for your cooperation.

Legal Name of Ownership: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Occupant Name (if different than above): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Suite # \_\_\_\_\_

Send Bills To  
Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Office Manager Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Office Fax Number: \_\_\_\_\_

Office Manager Email Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Hph# \_\_\_\_\_

Owner E-mail address: \_\_\_\_\_

In Case of Emergency (after hours)  
Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_