



**PLEASE HELP US KEEP YOUR INFORMATION CURRENT!**

**Type of Member**    **Associate Trade**    **Management Company**    **Property**

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 800 # \_\_\_\_\_

Primary email: \_\_\_\_\_

Website: \_\_\_\_\_

# of units: \_\_\_\_\_ (Properties and Management Companies)

**BILLING INFORMATION – All invoices are emailed**

Please list the billing email address and appropriate accounts payable contact person, as well as, anyone who should be cc'd on invoices.

Billing email: \_\_\_\_\_

Accounts Payable Contact & PH# \_\_\_\_\_

Email cc: \_\_\_\_\_

**GOVERNMENT AFFAIRS**

Please list the email address and contact name for those who would like to receive GAC information during the year.

GAC email: \_\_\_\_\_

GAC Contact: \_\_\_\_\_

GAC email: \_\_\_\_\_

GAC Contact: \_\_\_\_\_

Please turn over and complete information on back.

**ASSOCIATE TRADE MEMBERS (VENDORS)**

Areas served: \_\_\_\_\_

Description of product/service: This will be put in the directory, please limit to 25 words.

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**Please list the category/categories your business should be listed in.**

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**Please list the year(s) your company has received the S.A.L.E.S. Award**

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**PROPERTY MANAGEMENT COMPANIES**

It is **EXTREMELY** important for us to have a current list of the properties you are managing along with all relevant information for each property (manager, contact info, email etc.). Please include this information as an attachment to this form.

**COMMENTS**

*Please use this space for additional notes, requests, comments or suggestions on how we may better serve you.*

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**FAX FORM TO: 425.656.9087**