



NEIGHBORHOOD SERVICES DIVISION  
HOMEOWNERS ASSOCIATION (HOA)  
CONTACT INFORMATION SHEET



ANNUAL UPDATE

The Neighborhood Services Division wants to keep the community informed of important information throughout the year. In order to effectively inform residents of changes in your area or citywide, we'd like to ensure your contact information is accurate in the City's mailing spreadsheet. Please complete and return this form **ASAP** to ensure your HOA information is current. It is your responsibility to inform us of any changes in the future.

DATE: \_\_\_\_\_

HOA COMPLETE NAME: \_\_\_\_\_

HOA PRESIDENT: *please print* \_\_\_\_\_

MAILING ADDRESS to send correspondence:

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OFFICE PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

MOBILE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW OFTEN DOES YOUR HOA MEET (monthly, quarterly, yearly, or when needed)? \_\_\_\_\_

ANNUAL VERIFICATION OF THE HOA INFORMATION SHEET MUST BE PROVIDED:

ARE YOU MANAGED BY A PROPERTY MANAGEMENT COMPANY? \_\_\_\_\_

IF SO, PROVIDE NAME OF SAID COMPANY. \_\_\_\_\_

Telephone Contact: \_\_\_\_\_

Office No: \_\_\_\_\_

THIS COMPLETED FORM (If applicable)

Mail back to: City of Delray Beach  
Neighborhood Services Division  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
Fax to (561) 243-7221  
Or email to [cdb-communityneighborhood@mydelraybeach.com](mailto:cdb-communityneighborhood@mydelraybeach.com)



If you have any questions, please call the office at (561) 243-7280.

Other ways to connect: Website: [www.delraybeachfl.gov](http://www.delraybeachfl.gov)

Facebook: [www.facebook.com/neighborhoodservicesdelraybeach](https://www.facebook.com/neighborhoodservicesdelraybeach)