



Beachwood Villas Condominium Owners Association
1507 Cleveland Road East #40
Huron, Ohio 44839
419-433-5931 (phone/fax)

Temporary Change of Address Form

BVCOA to uses the mailing address of record (as provided by owners for the BVCOA roster) for Association mailings. Mail forwarding is not always reliable for time sensitive material; please use this form for temporary changes of address.

Upon receipt of this form, a temporary change in your mailing address will be made on the effective date of your request. Prior to your return to Beachwood Villas, please complete a new form notifying the Board & Billing to remove the temporary address from our records.

Please complete this form and return to Beachwood Villas. You may put it in the drop box (Building 4 elevator room), fax to 419-433-5931, or mail to 1507 Cleveland Road E. #40, Huron, OH 44839.

Name (please print) _____ Unit # _____

Please mail all Beachwood correspondence to our:

(Check one) AWAY ADDRESS: _____ LOCAL ADDRESS: _____

Street Address: _____

City/State/Zip: _____

Phone # (in case of emergency) _____

EFFECTIVE DATE: _____

Signature

Date

Complete this form each time a change of mailing address is requested. Please allow approximately three weeks for the change to take effect.

Copies of this form are available from the office or they can also be downloaded from www.bvcoa.com. Periodic reminders will also be provided.

Revised 09-30-12