

# PRIMARY MEMBER CHANGE FORM

It's that time of year again! Our goal is to have your 2012 Membership Directory in your hands by the middle of January.

Enclosed is the current proof of how your company will be listed in the 2012 Directory. Please review the enclosed proof carefully in its entirety. If there are any changes that need to be made, please correct the information below and fax, mail or email back to Michele at the Apartment Association by December 2, 2011. That IS the official cut-off date for the 2012 Membership Directory. All changes **MUST BE MADE IN WRITING** and no phone call changes will be made. Any changes made after December 2, 2011 will appear in the 2013 Membership Directory.

Please note that if you list your apartment community under your main company listing, we will also automatically list the property in the alphabetical Community Index section of the Directory. If you do not list your community, they will not be included in the Community Index section.

\_\_\_\_\_ There are no corrections to the listing of my company as displayed in the 2012 Membership Directory proof

\_\_\_\_\_ Please make the following changes to my company listing

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

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

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE: \_\_\_\_\_

Please make a separate photocopy for each community change:

PROPERTY: ADD DELETE or CHANGE: \_\_\_\_\_

MANAGER: : \_\_\_\_\_

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

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE: \_\_\_\_\_

**Please return this form no later than Friday, December 2, 2011!**