

## BODEGA HARBOUR OWNER INFORMATION

An important part of BHHA security is for Administration or Security personnel to be able to contact an owner when any situation arises that concerns your home.

Below is a form requesting information about the house usage and emergency contact. Please complete this form and return it to the administration office.

This information is needed for the safety and security of all members and will allow the Administration and Security to address matters that involve our community.

This information will be shared only with Administration and Security Service.

Also, you are encouraged to contact the BHHA Administration office (707-875-3219) if you want to give a vacation notice for the security office.

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Please return to via email to [bhadmin@kempersports.com](mailto:bhadmin@kempersports.com)  
or mail to: BHHA Administration P.O. Box 368, Bodega Bay, CA 94923

- 1) Parcel number or Bodega Harbour address. \_\_\_\_\_
- 2) Post Office Box in Bodega Bay or mailing address. \_\_\_\_\_
- 3) Email: \_\_\_\_\_
- 4) Is it your primary Residence? Yes. / No.
- 5) Is it a second home? Yes. / No.
- 6) Is it a long-term rental (over 6 month lease)? Yes. / No.
  - 1) Have you provided BHHA Administration a copy of the lease? Yes. / No.
- 7) Is it a short-term rental (under 30 days)? Yes. / No. (Under 6 months)? Yes. / No.
  - 1) Managed by yourself? Yes. / No. Or a Property Manager? Yes. / No.
  - 2) The house is managed by: \_\_\_\_\_
  - 3) Management contact phone number: \_\_\_\_\_
- 8) Emergency Contact:
  - Name: \_\_\_\_\_
  - Bodega Harbour Address: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_

Above information provided by:

Name/email/phone: \_\_\_\_\_

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