

CHANCELLOR GREEN CIVIC ASSOCIATION

816 Kilarney Drive
Fredericksburg, VA 22407

July 11, 2011

Owner
Address
City, State Zip

Dear Chancellor Green Home Owner:

We are attempting to update our unit files and owner records and we need your help. In an effort to identify all leased units in in Chancellor Green, we are sending you this letter.

Based on the off-site or different mailing address in our records, we believe that your unit may be a leased property. Please confirm the status of your property by marking the appropriate box below and providing the address of the property in question:

- ☐ My unit is leased to non-owner occupants.
- ☐ I reside and receive my mail at my Chancellor Green property.
- ☐ I reside in my Chancellor Green property, but receive mail at an off-site address for personal reasons.

Chancellor Green address

If your unit is leased, you are required to provide the Chancellor Green Civic Association with a legally executed copy of the current lease, as well as a complete Lease Registration form for the new lease or a Lease Addendum for any renewal . A copy of Policy Resolution No. ____, Established Rules and Regulations is enclosed for your records.

Please mark the appropriate box, and return this letter to Chancellor Green Civic Association, no later than _____. If your property is in fact leased, please provide CGCA, with the appropriate paperwork (copy of Lease and Lease Registration or Addendum) no later than _____. You may send all information to the letterhead addressed above.

Your cooperation and timely response is greatly appreciated as the Board Members work hard to maintain accurate records for all homeowners.

If you should have any questions in regards to this matter please feel free to contact Daniel via email at Daniel@chancellorgreen.com.

Sincerely,

Chancellor Green Civic Association