

## CHANGE OF BILLING ADDRESS

Date:

Name:

Address:

City & State:

RE: Change of Billing Address for \_\_\_\_\_

Dear Homeowner:

Our records reflect that the billing address for the following property was to be billed to

\_\_\_\_\_  
Current billing address

If you desire the billing for the above property to go to a different address the procedure is to send your request in writing to Wood Ranch Management Company P.O. Box 788, Newbury Park, CA 91319 or you may fax your request to 805-522-8008. In your request list the property you own and indicate where you would like the bill sent. The request must be signed and dated by the owner of the property.

Thank you for your anticipated cooperation

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Billing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am the owner of the above property \_\_\_\_

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

Phone # \_\_\_\_\_

Sincerely,  
Accounting Department