

# EMAIL CONSENT FORM



To enhance timely and effective communication between the Association and property owners, and to **save the association (and ultimately YOU!!) funds by minimizing postage** whenever possible, the association would like to send email “blasts” to all owners, who approve, which contain official notices previously required by law to be delivered by the United States Postal Service. **Per NRS116.31068** “Notice to units’ owners.....

1. Except as otherwise provided in subsection 3, an association shall deliver any notice required to be given by the association under this chapter to any mailing or **electronic mail address a unit’s owner designates**. Except as otherwise provided in subsection 3, if a unit’s owner has not designated a mailing or electronic mail address to which a notice must be delivered, the association may deliver notices by:
  - a) Hand delivery to each unit’s owner;
  - b) Hand delivery, United States mail, postage paid, or commercially reasonable delivery service to the mailing address of each unit;
  - c) **Electronic means, if the unit’s owner has given the association an electronic mail address; or**
  - d) Any other method reasonably calculated to provide notice to the unit’s owner.

**Per NRS116.31068, and as a cost savings for the association, I would like to consent to receive my official Association Mailings via electronic mail.**

Please ensure you have visited <https://terrawest.com> to register on the web portal. On the Home Page, under HOA Management, select “HOA Login, then select “Click here to obtain initial log in”. You will need your Terra West account number, last name or company name as it appears on your account statement, and a valid email address as well as the ID information provided below. Once you have entered the information in the required fields, click on “Get Initial Login Info”. You should receive an email with your user name, password, and a link to the login page. You can always change your password later once you have accessed the website.

**EMAIL AUTHORIZATION:** I would like to receive all correspondence, including but not limited to; meeting notices, agendas, minutes, violation notices (hard copies of violations will also be sent due to NRS requirements), statements, resolutions, rule updates, event flyers, newsletters, etc., in electronic format via the email listed below in lieu of US Mail.

The law requires authorization to do this. Please complete the information below if you would like to receive email communications. Your email address will be kept confidential and used for association business only.

**YES, I (We) hereby authorize the Association above and its agents to notify me (us), as the owner, by electronic mail format for all official Association notifications as required and allowed by the Nevada Revised Statutes in lieu of the US Mail.**

**PLEASE COMPLETE ALL SECTIONS, THANK YOU.**

Name of Association	Homeowner Signature
Primary Email address - please print clearly	Date
Alternate Email - please print clearly <small>(Note: eStatements may only be sent the primary email all other communication will be sent to both)</small>	Phone #
Property Address	

**Please return this form to: Terra West Management Services, 6655 S. Cimarron Rd, Ste 200, Las Vegas, NV 89113**  
**You may fax to: (702) 251-4341 OR scan and email to: customerservice@terrawest.com**

Note: upon receipt of this completed form, management will enter your information provided above and set your account to receive e-communication. Any other preferences must be set-up by the homeowner.

For Management Office Use Only:	Date	Initial
<small>Note: Be sure to scan a copy of the received consent form to the applicable Docuware Basket for proper storage &amp; make note in C3 that it was received</small>		
Owner authorization entered (Portal & C3)	_____	_____