

**Ralston Management**  
**28441 Rancho California Road, Suite 101**  
**Temecula, CA 92590**  
**(951) 296-9030**  
**ralston@ralstonm.com**

**CHANGE OF ADDRESS**  
**ADDRESS OF RECORD**

The association sends correspondence and billing statements to “the last known address”. This is your address of record. If you relocate you will need to submit a change of address to this office. This allows us to keep your address of record current. Thank you.

Name of Association: \_\_\_\_\_ Account # \_\_\_\_\_

I/We, \_\_\_\_\_ am/are requesting to change my/our billing address

To the following address: [Please print clearly]

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

Correct phone numbers are:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Cell/Other: \_\_\_\_\_

Current E-Mail address:

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

This information is effective as of: \_\_\_\_\_  
Month/Day/YYYY

Sincerely,

\_\_\_\_\_