

How to Fill In & Sign This PDF Form Using Adobe Acrobat Reader

This PDF form can be filled in, signed, saved and emailed to the Kono Tayee Secretary by following these steps:

- Using PDF forms requires a software called Adobe Acrobat Reader. Most computers have this program installed. If you do not, you can download it for FREE [here](#).
- Once you know you have Acrobat Reader, click on the Kono Tayee form you want to complete to open it. Then save the PDF file to your computer.
- With the PDF form open, go to the right-hand side panel of the form, scroll down, and then click the option to “Fill and Sign.” You will then be asked, “What do you want to do?” Click the blue “Fill and sign” button.
- Double click each of the blank areas and type to fill in. Once complete, save the file (File, Save).
- Compose and send an email to the Kono Tayee Secretary at KTSecretary@gmail.com, and attach your completed form.

Kono Tayee Members Information Update Form

Members Name: _____ Email: _____

Kono Tayee Address: _____ Lucerne, CA 95458

Out of Town Address: _____

City: _____ State: _____ ZIP: _____

Local Phone: _____ Cell #: _____

Out of Area Phone #: _____

Signature: _____ Print: _____

Resident, Individual or Managing Firm to Look After Your Kono Tayee Property

Name: _____

Phone #: _____ Cell #: _____

Emergency #: _____

Do They Have a Kono Tayee Document Book? Yes _____ No _____

Do They Have a Key To This Property? Yes _____ No _____

Alarm System? Yes _____ No _____

Alarm System Phone #: _____

If There Are Multiple Property Owners, Who Is The Responsible Party?

Name: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone #: _____ Cell #: _____

Emergency Phone #: _____

_____ I hereby consent to receive all individual deliveries and individual notices,
(initial here) including, without limitation, the Annual Policy Statement, from the Homeowners of
Kono Tayee Estates Board of Directors via email.

*****Please Return This Form To: Homeowners Association of Kono Tayee**

7897 Richard Drive, Lucerne, CA 95458

Or: KTSECRETARY@GMAIL.COM