

## Resident Directory Listing

Please read the instructions on the other side carefully

**Return Deadline: January 8, 2008**

**Subdivision Name: Windham Park Homes Association**

**If you do not wish to be in the directory, you must sign and return this form.**

I/We do not want to be included in the association directory \_\_\_\_\_

Address (required) \_\_\_\_\_

**Complete this form to make changes or additions to your address information.**

- 1) If you were listed in last year's directory, your information will be printed as it appeared last year
- 2) If you were not in last year's directory, your name and address only will be listed from the association membership records.

ONLINE DATA ENTRY IS AVAILABLE FOR YOUR COMMUNITY.

REVIEW DIRECTIONS ON THE REVERSE SIDE. PLEASE MAKE YOUR ENTRIES LEGIBLE.

**Listing** \_\_\_\_\_

**Address** (no city or zip code) \_\_\_\_\_

**Phones** A maximum of 4 phone numbers will be listed per home. For Alternate Phone(s) below please circle Home, Office, or Cell.

Home Phone \_\_\_\_\_ Listed in the cross reference

Alternate Phone 1 \_\_\_\_\_ Home Office Cell

Alternate Phone 2 \_\_\_\_\_ Home Office Cell

Alternate Phone 3 \_\_\_\_\_ Home Office Cell

**Email Address** (maximum of 2)

\_\_\_\_\_

**Children** (list last name only if different from adults listed above)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Neighborhood Services

Please list any child who would like to work for their neighbors performing the following chores – Babysitting, Pet Sitting, Newspaper and Mail Collection, Yard Work, Snow Removal. Circle all that apply. (Please note – no commercial or home based businesses will be listed in this section.)

Name \_\_\_\_\_ Baby Pet Newspaper Yard Snow

Name \_\_\_\_\_ Baby Pet Newspaper Yard Snow

Name \_\_\_\_\_ Baby Pet Newspaper Yard Snow

Name \_\_\_\_\_ Baby Pet Newspaper Yard Snow

IT IS CRITICAL THAT YOU TYPE OR PRINT LEGIBLY.

THE PUBLISHER IS NOT RESPONSIBLE FOR ILLEGIBLE INFORMATION.

How often do you refer to your Homeowner's Association Directory? Daily Weekly Monthly

Which advertisers have you used from prior directories? \_\_\_\_\_

Please note any suggestions here \_\_\_\_\_

**Please contact me about advertising in my homes association directory**

Name \_\_\_\_\_ Phone \_\_\_\_\_

## Instructions for Resident Directory Listing

1. If you do not return this form, information for your address will be included in the directory based on the prior year directory or the dues records of the association. To provide accurate and up to date information you must complete and return this form by the deadline date on the front of the form.
2. If you **do not want to be included** in the directory at all, **sign the appropriate box** on the reverse of this page and return it by the indicated deadline.
3. LISTING This is for **adults only**. If adults in the household have different last names, the household will be listed twice, with full information, in the alphabetical section of the book under each last name, ie. one listing as **SMITH, John and JONES-SMITH, Mary** and an additional listing as **JONES-SMITH, Mary and SMITH, John**. Adult children living with their parents or parents living with their adult children may be listed on this line as well. Each home will be listed once in the cross-reference section of the directory. The cross-reference section is organized by street, then house number.
4. ADDRESS Please list your house number and street. If appropriate please use Street, Road, Terrace, Place, Circle, Court, etc. after the street name. This is critical for numbered streets.
5. PHONES There are spaces provided for a primary home phone number and up to three additional phone numbers. No more than four phone numbers will be listed per household. The primary home phone number will be listed in the cross reference section of the directory.
6. EMAIL There is space provided for up to two email address per household. **Please be sure the email address is LEGIBLE!!!** We cannot be responsible for illegible information. Please be clear if your email address contains a 0 (zero), an O (oh), an l (L) or a 1 (one). Make a note to the side if you think it may be unclear to us. These characters are easy to confuse in data entry.
7. CHILDREN If desired, include the names of children in the home, as you would like them listed. Include last names only when different from the last names of the adults. Please do not include adult children not living with you (an exception would be college students living temporarily away from home). **Do not include birthdates or ages, they will not be published.**
8. NEIGHBORHOOD SERVICES Please list the name of any child(ren) interested in providing services for their neighbors. This is for **noncommercial** purposes only. Commercial and home-based businesses **will not** be included in this section of the directory. For advertising information for commercial operations please contact the publisher, Directory Assistance Publications at 913-397-8800 or see number 12 below.
9. ONLINE DATA ENTRY If you prefer you may enter your information online by going to **kcsites.com/windhampark**. Your password is **homeowner**, in all lower case. Follow the instructions to submit your data over the internet instead of mailing this form.
10. Please complete this form and return it directly to **Curry Association Management, Windham Park, 2700 Kendallwood Parkway, Suite 106, Kansas City, MO 64119.**
11. Your homeowners' directory is advertiser supported and is supplied at no cost to the association. If you would like information about advertising in this or other similar homeowner association directories throughout Kansas City, please call the publisher, Directory Assistance Publications at 913-397-8800.
12. Homeowners only may advertise in their subdivision with a **business card ad**. If interested, mail your business card and payment of \$50.00 to Directory Assistance Publications, P.O. Box 2755, Olathe, KS 66063. Please specify which subdivision it applies to. The publisher will scan the business card and include it with others from the neighborhood in a special section in the back of the directory.