



FORM **4016**

INSTRUCTIONS:

1. Enter the name of the registered Homeowners' Association or the registered Homeowners' Association ID
2. Enter the mailing address of Homeowner's Association and the Homeowners' Association website
3. Enter contact name, mailing address, and electronic mail address or daytime telephone number for an individual who is authorized to respond on behalf of the association to requests for copies of the covenants and restrictions and other information and documentation related to the residential planned community.
4. Enter the name and street address of the management company if applicable
5. Enter the county and municipality of planned community and if applicable the internet address for the planned community  
*Posting on Internet site.* Beginning on January 1, 2023, if the association for a residential planned community maintains an Internet site on which information related to the residential planned community is available to the public, the association shall post the covenants and restrictions for the residential planned community on the Internet site.
6. Electronically sign document
7. Submit payment for Homeowners' Association Online Renewal form - \$25

**NONREFUNDABLE FILING FEE: \$25**

The form 4016 is required to accomplish a filing with the department. Information requested may be used for secondary purposes. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.