



**6203 New Jersey Ave
Wildwood Crest NJ 08260
Phone: 609-729-9185
Fax: 609-729-6123**

Dear New Homeowner:

Congratulations on the purchase of your new shore home! On behalf of Cabrera Companies Team, we would like to take this opportunity to extend a heartfelt welcome. Enclosed you will find information that will be helpful in transitioning you into your new home which we manage for you. Our role is to assist the Board in carrying out day to day operations for the Association. We are responsible for collecting maintenance fees, paying bills and managing contractors. We also assist the Board by handling correspondence, violations and work order requests. Please note the following:

- ❖ Please provide property management with two sets of keys (or code) if the locks are changed, one for the office and one for the Fire Knox Box
- ❖ Complete the New Owner Information form and return to CPM in order to gain access to your account online and receive the Rules and Regulations for your new home
- ❖ Please go to your town's website to find information regarding trash/recycling, tax/sewer payments etc

Other information you may find helpful:

After Hours Emergency Phone for Cabrera is: #1- 866-398-1115

Please feel free to visit our website www.cabrerapm.com for more information on our company. From time to time you will receive important updates via e-mail and phone regarding our company and your property. If you need other documents (additional forms such as; insurance cert, resale letters master deed and by-laws et) additional fees may apply.

Once again, welcome you and hope you enjoy your new home! We look forward to working with you and your family. Please feel free to contact us with any questions

Regards,

The Cabrera Team

Enclosures