



Office of the City Clerk  
1700 Convention Center Drive  
Miami Beach, FL 33139  
305.673.7411

**NEIGHBORHOOD/HOMEOWNER ASSOCIATION REPRESENTATIVE REGISTRATION FORM**

**Instructions:** Please complete all sections of this form and submit the completed form to the Office of the City Clerk. If you need more space to complete an answer, use a separate sheet(s) of paper. If you have nothing to report in a particular section, you must write "none" or "n/a" in that section. Any change to any information originally filed shall require that the neighborhood/homeowner association representative file an amendment to the registration form. Separate registration forms shall be required for each neighborhood/homeowner association represented and for each item for which the neighborhood/homeowner association representative is expressing support or opposition.

*Neighborhood association* means an organization of residential homeowners and tenants created to address quality of life issues in a defined neighborhood or community.

Pursuant to City Code Section **2-481**, the term "lobbyist" specifically excludes the following: any person who only appears as a representative of a *neighborhood association* without compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item.

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Are you appearing as a representative of a neighborhood/homeowner association without special compensation or reimbursement? **Yes:**  **No:**

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**I. NEIGHBORHOOD/HOMEOWNER ASSOCIATION REPRESENTATIVE INFORMATION:**

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NAME OF REPRESENTATIVE (Last) (First) (Middle Name)

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ADDRESS (Number and Street) (City) (State) (Zip Code)

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TELEPHONE EMAIL

**II. NEIGHBORHOOD/HOMEOWNER ASSOCIATION INFORMATION:**

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NEIGHBORHOOD/HOMEOWNER ASSOCIATION NAME

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MAILING ADDRESS (Number and Street) (City) (State) (Zip Code)

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NAME OF NEIGHBORHOOD/HOMEOWNER PRESIDENT TELEPHONE EMAIL

**PROVIDE A WRITTEN DESCRIPTION OF THE BOUNDARIES OF THE NEIGHBORHOOD OR COMMUNITY.**

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**III. ITEM TO BE DISCUSSED:**

Describe with as much detail as is practical the item you will be discussing.

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**IV. CITY PERSONNEL WITH WHOM YOU WILL BE COMMUNICATING:**

List the City Commissioner(s), City Board(s), City personnel, or Board Member(s) with whom you will be communicating.

Full Name of Each Individual and Title

**V. SIGNATURE OF NEIGHBORHOOD/HOMEOWNER ASSOCIATION REPRESENTATIVE:**

I am authorized to appear as a representative of the neighborhood/homeowner association referenced above to express support of or opposition to the item listed in Section III.

\_\_\_\_\_  
Signature of neighborhood/homeowner association representative

\_\_\_\_\_  
Date