HOA Proxy Form Template

A free template from Havn (havnhq.com/templates). Replace every bracketed item, delete what does not apply, and check your state's rules and your governing documents before sending.

Proxy

[Association name] · [Annual / Special] meeting of members on [date], and any adjournment of it

I, [owner name], the owner of [property address or unit], appoint [proxy holder name] or, if that person is not present, the Secretary of the association, as my proxy to attend the meeting named above, to be counted toward the quorum, and to vote on my behalf as set out below.

Instructions (directed proxy)

If I have marked a choice below, my proxy must vote as marked. If I have left an item blank, my proxy may vote as they see fit on that item.

- [ ] Election of directors: vote for [candidate names] / as my proxy sees fit
- [ ] Measure 1, [title]: Yes / No
- [ ] Measure 2, [title]: Yes / No
- [ ] Any other business properly before the meeting: as my proxy sees fit

Term and revocation

This proxy expires at the close of the meeting named above or [number] months from the date below, whichever is first. I may revoke it by written notice to the Secretary or by attending the meeting and voting in person.

Owner signature

Printed name

Date

Return to [name], [address or email], by [date and time].

This template is a starting point. Notice periods, fee limits, and voting rules vary by state and by governing documents, so check both, or ask your attorney, before sending. State summaries: havnhq.com/hoa-laws.