

Owner / Resident Contact Form

(Please return completed form via email, fax or USPS, even if your information has not changed recently.)

HOMEOWNER INFORMATION:

Unit # _ _ _

Owner Occupied: [] Yes / [] No

Owner Name(s): _____

Other Occupants: _____

Property Address: _____

Mailing / Billing Address: (if different)

Main Email Address: _____

Alternate Email Address: _____

Main Phone # _____ Alternate Phone # _____

TENANT INFORMATION: (if rented) **Please Note - Owners are responsible for ensuring that their tenants have copies of all governing documents for the Association, and to provide the Association with updated tenant information for emergency notification purposes as required per the bylaws, including a copy of your current rental agreement. (Do not write "Ask management company", etc.)*

List names of all occupants: _____

Tenant's Main Email Address: _____

Tenant's Alternate Email Address: _____

Main Phone # _____ Alternate Phone # _____

Property Management Company & Address: (if applicable)

Manager Name & Phone # _____

Manager Email Address _____

EMERGENCY CONTACT INFORMATION: (Other than occupant)

Name(s): _____

Main Phone # _____ Alternate Phone # _____

Main Email Address: _____

Alternate Email Address: _____

VEHICLE REGISTRATION:

(Color / Year / Make / Model) (License Plate Number / State)

(Color / Year / Make / Model) (License Plate Number / State)

(Color / Year / Make / Model) (License Plate Number / State)

PET INFORMATION:

- Pet #1: Dog [] Cat []

Name: _____ Breed: _____

License # _____ Color: _____

- Pet #2: Dog [] Cat []

Name: _____ Breed: _____

License # _____ Color: _____

Additional Comments: _____

