

**Owner / Resident Contact Form**

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

**HOMEOWNER INFORMATION:**

Lot # \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_