

New Home Owner
Information Document

Please complete the following information form and return to the office as soon as possible.

1. Name(s) of Property Owner(s): _____

2. Property Address: _____ Unit # _____

3. Mailing Address (if different than property address): _____

4. Home Phone: _____ Work: _____ Cell: _____

3. Is Unit Owner Occupied? _____, If "No", Name(s) of Occupant(s): _____

Home Phone: _____ Work Phone: _____ Cell: _____

4. Do you own a carport or garage? _____, If "Yes", carport # _____ garage #: _____

5. Name and Address of Mortgage/Lender: _____

6. Loan Number: _____

7. Do you have a water shut-off, for building, in your unit? _____

8. If you own a top floor unit or townhome, do you have attic access in your unit? _____

9. Are the locks on your unit on the master system (does the master key open both locks on your door)? _____, If "No", please provide the office with a set of keys.

Owner Signature

Date

The above information is used to better serve the needs of the owner/residents. The mortgage information is a requirement of the Condominium Declaration and Bylaws.
