



FirstService Residential Property Information Form

Property / Owner Information

Property Address:		
Property Owner:		
Owner Mailing Address:		
City:	State:	Zip Code:
Owner Phone:	Alternate Owner Phone:	
Owner Email:	Alternate Owner Email:	

Property Manager Information (if any)

Management Co Name:		
Management Co Address:		
City:	State:	Zip Code:
Contact Person:	Work:	
Email:	Cell:	
Use the management company address as the official billing address for my lot <input type="checkbox"/> YES <input type="checkbox"/> NO		

Resident / Tenant Information

Tenant Name(s):	Lease Start:	Lease End:
Phone:	Email:	
Addl. Adult Tenant:	Email:	
Addl. Adult Tenant:	Email:	
Vehicle Make & Model:	License Plate State/No.:	
Resident/Tenant is authorized to obtain access devices and information <input type="checkbox"/> YES <input type="checkbox"/> NO		
Give full access to all items listed below	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Web Site Access Information	<input type="checkbox"/> Community Keys	<input type="checkbox"/> Assessment Account Information <input type="checkbox"/>
Entry into the Gate System	<input type="checkbox"/> Gate Remote/Card	<input type="checkbox"/> Parking Passes/Visitor Tags <input type="checkbox"/>
*Billing/Mailing Address Changes	<input type="checkbox"/>	

Tenant Emergency Contact

Name:			
Address:			
City:	State:	Zip Code:	Phone:
Relationship:			

I/we, as owner(s), verify that the lease agreement represents the subject property as expressly subject to the Declaration of Covenants, Conditions and Restrictions, Design Guidelines, Articles, Bylaws and Association Rules of the Community Association and that a copy of the community documents have been made available to the tenants. Further, I/we verify that the lease agreement provides that a tenant's failure to comply with the requirements and restrictions shall constitute default under the lease agreement.

**Disclaimer – Authorizing others, including individuals or business entities, to change billing/ mailing addresses may result in a billing/ mailing address change without owner notification. When a billing/ mailing address change is initiated, all correspondence, including violations, agendas, election materials (ballots), etc., will be mailed to the new address provided. It is the responsibility of the recipient to provide all correspondence to the owner of the property.*

Signature of Owner:	Date:
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