

## HOA Homeowner Information Sheet

Please complete the information requested below so that we may update and verify your account records. As the property management company for your Association, it is important that we have accurate contact information for you as an owner or resident in case of an emergency. The information you provide is considered confidential and will be used only by the PropertyWize Management Team.

Please print clearly and fully complete this form so we will have the necessary information to contact you or assist emergency personnel. Thank you for your cooperation. **Please complete and return the attached Homeowner Information Sheet to PropertyWize LLC by June 24, 2016.**

### Owner Information

Property Address: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Primary E-Mail Address: \_\_\_\_\_

OWNERS: this e-mail address will become your username on our management site

Home Phone: \_\_\_\_\_ Primary Work Phone: \_\_\_\_\_

Cell Phone #1: \_\_\_\_\_ Cell Phone #2: \_\_\_\_\_

Pets: Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Weight: \_\_\_\_\_

Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Weight: \_\_\_\_\_

Alternate Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact (person with keys to your home): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### Vehicle Information

Make/Model	Year	Color	License Plate #	State	Parking Tag#
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### Tenant Information (If applicable)

Tenant/Resident's Name: \_\_\_\_\_

Tenant Home Phone: \_\_\_\_\_ Tenant Cell Phone: \_\_\_\_\_

Property Manager Name (If applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_