

CO-OWNER INFORMATION FORM

Unit Street Address: _____

Unit #: _____

As a member of your Condominium Association, it is necessary that you provide the following information in order to properly update the Association records. Per the Master Deed and Bylaws of the Association, it is a requirement that the Board of Directors maintain updated and accurate records. Therefore, please accurately complete and supply as much information as possible.

You, as the owner of the property are commonly referred to as the "co-owner". While you own your unit, you co-own the association with all other owners in your association in accordance with the Master Deed and Bylaws.

Co-owner 1 Name: _____ Primary Phone # _____

Primary Phone#: _____ (Cell) (Home) (Other)

Secondary Phone#: _____ (Cell) (Home) (Other)

Email Address: _____

Co-owner 2 Name: _____ Primary Phone # _____

Mobile Phone #: _____ Home Phone #: _____

Email Address: _____

Preferred method of contact : EMAIL MAIL

Please note that per your association documents, some items may be required to be mailed and will be unable to be emailed.

List all occupants (besides the unit co-owners) who reside in your unit (including age):

Alternate Co-owner address (if applicable):

If you have an alternate address, please check the box that applies:

Summer Winter Permanent

If the alternative address is not permanent what are the dates you'd be staying there? _____

Person or persons to contact in case of an emergency:

Name: _____ Phone: _____

Email Address: _____ Relationship to Co-owner?: _____

Does this contact have a key/access to the unit? Yes No

Name: _____ Phone: _____

Email Address: _____ Relationship to Co-owner?: _____

Does this contact have a key/access to the unit? Yes No

See back page →

PROPER LEASE/RENT INFORMATION Please note that if you are considering leasing your unit, you should refer to the Master Deed and Bylaws of your Association for the proper rent/lease procedure. Your tenant *must* be made aware of and abide by the rules and regulations of the community. Prior to signing a lease, the lease must be provided to the Board of Directors for approval per association procedures. If you are currently renting or leasing your unit, please submit a copy of the signed lease and complete the following information:

Tenant Name: _____ Email Address: _____ Tenant Home Phone #: _____ Tenant Mobile Phone #: _____

Lease Inception Date: _____ Term: _____

Has Tenant reviewed and agreed to abide by Master Deed and Bylaws? _____

Please provide vehicle information for whomever resides in the unit, whether co-owner, resident, or tenant.

Vehicle Information : _____ Plate #: _____ Color: _____ Year: _____

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CURRENT MORTGAGE INFORMATION The Master Deed and Bylaws of your Association require the Board of Directors to have updated mortgage information. Certain circumstances require the Board of Directors to notify each holder of a first mortgage lien.

Please note if your unit was purchased through a cash only sale and there is no mortgage.

No Mortgage

Name of Mortgage Company: _____

Mortgage Loan #: _____

Homeowners Insurance Company: _____

Policy #: _____

My contact information may be included in any community directory (circle one): YES NO

If yes, please note this information may include primary phone #, home phone #, cell phone #, and/or email address.

Thank you for taking the time to complete this mandatory form as set forth in your Condominium Documents. Please note that you are responsible for updating us with any changes to this form should any changes take place.

Co-owner Signature: _____ Date: _____

Co-owner Signature: _____ Date: _____

Please send the completed form to:

**Encompass Management Group, LLC
18161 W 13 Mile Road, Ste. LL
Southfield, MI 48076**

**phone: 888-675-9229
email: service@emgcondo.com
fax: 248-230-4168**