

CO-OWNER INFORMATION FORM

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 By-Laws 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. Thank you.

CURRENT OWNER INFORMATION

Co-Owner (s) Name: _____

Unit Address: _____ Unit # _____

Home Phone #: _____ Work Phone #: _____

Vehicle Information: _____ License #: _____

Vehicle Information: _____ License #: _____

Person to contact in case of an emergency that has access to your home:

Name: _____ Phone: _____

Additional Emergency Contact:

Name: _____ Phone: _____

CURRENT MORTGAGE INFORMATION

The Master Deed and By-laws 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.

Name of Mortgage

Company: _____

Address: _____

Mortgage Loan #: _____

Homeowners Insurance Company: _____

Phone #: _____ Policy: _____

PROPER LEASE/RENT INFORMATION

Please note that if you are considering leasing your unit, you should refer to the Master Deed and By-laws 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. Once both the Co-owner and tenant sign a lease, a copy must be submitted to the Board of Directors for record purposes. If you are currently renting or leasing your unit, please submit a copy of the signed lease and complete the following information:

Owner Name/Address: _____

Owner Home Phone #: _____ Owner Work Phone #: _____

Tenant Name: _____

Tenant Home Phone #: _____ Tenant Work Phone #: _____

Lease Inception Date: _____ Term: _____

Has Tenant reviewed and agreed to abide by Master Deed and By-laws: _____

Thank you for taking the time to complete this mandatory form as set forth in your Condominium Documents.

Co-Owner Signature: _____ Date: _____

Co-Owner Signature: _____ Date: _____

Upon completion, please mail to In Rhodes Management, PO Box 81726, Rochester, MI 48308-1726.

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