

**OWNER INFORMATION**

Condominium Association: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Owner Address (if other than above): \_\_\_\_\_

Owner E-mail: \_\_\_\_\_

Is this unit leased:      No      \_\_\_\_\_                      Yes      \_\_\_\_\_ (please provide lease agreement)

Resident Name (if other than above): \_\_\_\_\_

Resident Number (if other than above): \_\_\_\_\_

**Resident Emergency Contact Information** (optional - kept by Management only)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

In case of emergency, who has a key to your unit? \_\_\_\_\_

Do you give permission to share the above information with the Association (example: in a directory)?

                    No      \_\_\_\_\_                      Yes      \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit completed form to:**  
**JL Gardel, PLC**  
**PO Box 310**  
**Union Lake, MI 48387-0310**  
**Fax: 248-706-1615**  
**E-mail: office@jlgardel.com**