

**FORM INSTRUCTIONS**

In order to allow us to maintain accurate information for management of the association, please complete this form and return it to the management company. Thank you for your cooperation.

DATE

**OWNER INFORMATION**

OWNER NAME 1

UNIT #

OWNER NAME 2

**MAILING ADDRESS**

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIPCODE

**CONTACT INFORMATION**

HOME PHONE

CELL PHONE

BUSINESS PHONE

**EMAIL NOTICES:**

EMAIL ADDRESS

YES

NO

**EMERGENCY CONTACT**

NAME

RELATIONSHIP

ADDRESS

CITY

STATE

ZIPCODE

PHONE

EMAIL

**MORTGAGE INFORMATION**

BANK / MORTGAGE COMPANY

ADDRESS

CITY

STATE

ZIPCODE

CONTACT PERSON

CONTACT PHONE

**INSURANCE INFORMATION**

CONDO INSURANCE COMPANY

POLICY #

COVERAGE PERIOD

AGENT NAME

AGENT PHONE

**PETS**

TYPE OF PET(S)

BREED

NAMES

HOW MANY

Please let us know any further information you would like management to know!

**FORM INSTRUCTIONS**

We ask that all unit owners list information about vehicles they intend to park in association spaces. Each unit owner has been assigned two (2) spaces, the first being their garage and the second being a space either in front of their unit or otherwise assigned.

Additionally, our association maintains fourteen visitor parking spaces, which owners may use. However, please keep in mind that these spaces are in limited supply.

OWNER NAME	DATE
	UNIT #

**VEHICLE INFORMATION**

**VEHICLE 1**

OWNER/OPER	OWNER	<input type="checkbox"/>	RENTER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MAKE	MODEL	YEAR	COLOR			
PLATE	STATE	VIN				

**VEHICLE 2**

OWNER/OPER	OWNER	<input type="checkbox"/>	RENTER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MAKE	MODEL	YEAR	COLOR			
PLATE	STATE	VIN				

**VEHICLE 3**

OWNER/OPER	OWNER	<input type="checkbox"/>	RENTER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MAKE	MODEL	YEAR	COLOR			
PLATE	STATE	VIN				

**VEHICLE 4**

OWNER/OPER	OWNER	<input type="checkbox"/>	RENTER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MAKE	MODEL	YEAR	COLOR			
PLATE	STATE	VIN				

**VEHICLE 5**

OWNER/OPER	OWNER	<input type="checkbox"/>	RENTER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MAKE	MODEL	YEAR	COLOR			
PLATE	STATE	VIN				

**VEHICLE 6**

OWNER/OPER	OWNER	<input type="checkbox"/>	RENTER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
MAKE	MODEL	YEAR	COLOR			
PLATE	STATE	VIN				

**FORM INSTRUCTIONS**

Management and the Board request that unit owners list any items related to repairs or your account that is outstanding. These items will be assigned individual ticket numbers and will be reviewed for status and expected completion time at each public Board meeting.

OWNER NAME	DATE
	UNIT #

**OUTSTANDING ITEMS**

**BILLING ISSUE**

ISSUE DESCRIPTION	
DATE OF OCCURRENCE	IS THIS AN EMERGENCY: YES <input type="checkbox"/> NO <input type="checkbox"/>

**MAINTENANCE ITEM 1**

DESCRIPTION OF ISSUE/NATURE OF WORK	
DATE OF OCCURRENCE	IS THIS AN EMERGENCY: YES <input type="checkbox"/> NO <input type="checkbox"/>

**MAINTENANCE ITEM 2**

DESCRIPTION OF ISSUE/NATURE OF WORK	
DATE OF OCCURRENCE	IS THIS AN EMERGENCY: YES <input type="checkbox"/> NO <input type="checkbox"/>

**MAINTENANCE ITEM 3**

DESCRIPTION OF ISSUE/NATURE OF WORK	
DATE OF OCCURRENCE	IS THIS AN EMERGENCY: YES <input type="checkbox"/> NO <input type="checkbox"/>

**Remember, we can only address issues if you let us know they exist!**

**3300 PARK AVENUE CONDO ASSOCIATION**  
UNIT RENTAL INFORMATION FORM

**RENTAL-20190101**

**FORM INSTRUCTIONS**

3300 Park Ave does not currently have any limitations on renting out units; however it is against our bylaws to sub-lease rooms or garages. We ask that owners provide information on renters, so that we may verify who is allowed to use public facilities such as parking, the pool or common areas. This information is for your security and ours as a community.

OWNER NAME	DATE
	UNIT #

**RENTAL INFORMATION**

**RENTER**

NAME	START DATE
PHONE	TERM OF LEASE
# OF OCCUPANTS	CHILDREN UNDER THE AGE OF 16: YES <input type="checkbox"/> NO <input type="checkbox"/>

**RENTAL INSURANCE**

INSURANCE COMPANY	
POLICY #	DEDUCTIBLE
AGENT NAME	AGENT PHONE

**PETS**

TYPE OF PET(S)	BREED
NAMES	HOW MANY