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**Owner, New Owner or Tenant Office Registration Form**

**Please print legibly throughout this form**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner Information**

Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner occupied unit? \_\_\_\_\_ Yes or \_\_\_\_\_ No

Lease Unit Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#\_\_\_, Natick MA 01760. Lease Start: \_\_\_\_\_\_ End: \_\_\_\_\_\_ Rent$\_\_\_\_\_\_\_\_\_\_

 market rent comparison

Emergency contact name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If we are unable to reach you, who can we leave a message with that can contact you?

□ Please attach a copy of your most recent 2017 – 2018 Home owners Insurance policy for our records.

**Tenant Information**

Lease Signer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Signer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Occupant/s Name: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Phone #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use your best contact number first using cell, home office etc.

Emergency contact name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If we are unable to reach you, who can we leave a message with that can contact you?

**Please register in person with office as soon as possible. Office hours are Monday Through Friday 9am to 5pm.**

**Unit Registration for Owner, New Owner or Tenant:**

**Once you and your family are registered with the office you will receive:**

Parking Permit(s) - a maximum of two vehicles are allowed per condominium. To receive a parking sticker, you must bring in your valid license and registration. Without the sticker, vehicle will likely be towed from the property at your expense. All other vehicles should park in visitor parking. Pool Pass and laundry card if needed.

**Office use only**

□ Signed Rules and regulations acknowledgement and acceptance (Both Owner Occupied or Tenant)

□ Copy of signed lease submitted (Tenant) or Deed (New Owner) submitted

 □ Move in inspection sheet (Tenant)

Pool pass # 1. \_\_\_\_\_\_2. \_\_\_\_\_\_

Vehicle 1. Reg: # \_\_\_\_\_\_\_\_\_\_\_\_ Color\_\_\_\_\_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_ Model \_\_\_\_\_\_\_\_\_\_ Permit# NG\_\_\_\_\_\_\_\_\_\_

Vehicle 1. Reg: # \_\_\_\_\_\_\_\_\_\_\_\_ Color\_\_\_\_\_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_ Model \_\_\_\_\_\_\_\_\_\_ Permit# NG\_\_\_\_\_\_\_\_\_\_

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