

# NorthCrest Village Condominium Association

C/O Heritage Property Management, PO Box 1281, Clarkston, MI 48347  
248-978-4051

**To comply with the by-laws of the Association, as a member of your Condominium Association, it is necessary that you provide the following information in order to properly update the Association records**

Do you have a copy of the Master Deed and By-Laws of the NorthCrest Village Condo Association Yes No

Co-Owner(s) Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address if different from Unit Address: \_\_\_\_\_

### Person to contact in case of an emergency, which has access to your Condo/Unit:

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

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

Vehicle Information: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_ License Plate #: \_\_\_\_\_

### CURRENT MORTGAGE INFORMATION

The Master Deed and By-Laws of your Association require the Board of Directors to have updated mortgage information. **Certain circumstances such as amendments to the by-laws 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 #: \_\_\_\_\_ Home Owners Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### PROPER LEASE/RENT INFORMATION

If you are leasing your unit, the form for you and your tenant are available on our website, [WWW.HeritagePropertyMgt.com](http://WWW.HeritagePropertyMgt.com). You need to have this form filled out and email or send to us with a copy of the current lease. The Association requires this information be filed with us.

Thank you in advance for your time to complete this mandatory form as set forth in your Association Documents

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_