

Colonial Oaks Condominium Association

C/O Heritage Property Management, PO Box 1221, Union Lake, MI 48387
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 Colonial Oaks Condo Association Yes No

Co-Owner(s) Name: _____

Unit Address: _____ Colonial Oaks Drive 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 #: _____

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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. 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: _____