

# OVERLOOK CONDOMINIUM

## ALL INFORMATION IS CONFIDENTIAL – FOR OFFICE USE ONLY

Return form to: Overlook Condominium P.O. Box 67 Jefferson, MD 21755

**MUST BE COMPLETED AND MAILED BACK BY JANUARY 30<sup>TH</sup>**

**MUST BE COMPLETED EVERY YEAR – EVEN IF INFORMATION HAS NOT CHANGED**

- Owner Lives on Property       Owner's 2<sup>nd</sup> Home       Owner is an Investor  
 I have a tenant in the unit \* (Please attach copy of lease and complete this form)  
 I also have a management company \*\* (Please fill out appropriate information below)

### HOMEOWNER(S) INFORMATION

Unit Address: \_\_\_\_\_  
Name(s): \_\_\_\_\_ (Please list all owners)  
Billing Name: \_\_\_\_\_ (Only if Applicable)  
Billing Address (If different from Unit Address): \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

### \*TENANT INFORMATION (If Applicable)

Name(s): \_\_\_\_\_ (Please list all Tenants)  
\_\_\_\_\_  
Main Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Lease Begin Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

### \*\*PROPERTY MANAGER INFORMATION (If Applicable)

Company: \_\_\_\_\_ Agent/Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### VEHICLE INFORMATION

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

### PET INFORMATION (Pet weight not to exceed 30 lbs. each, per By-Laws)

Type: Cat/Dog/Other      Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_  
Type: Cat/Dog/Other      Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_

### HOMEOWNER ACKNOWLEDGEMENT

As the Owner(s) of this unit I/we understand that I/we are responsible for all the actions of our tenants, their invitees, and property managers, and that it is our responsibility to inform them of **all** the Rules and Regulations, and to ensure that all aspects of the Lease, rental agreement or any subsequent renewal with them conforms in all ways with the governing documents for this association.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_