

UNIT UPDATE RECORD

Unit #: _____

INFORMATION ABOUT THE UNIT OWNER:

Owner Name

Owner Mailing Address

Owner Phone Numbers (home and other)

INFORMATION ABOUT THE UNIT OCCUPANTS:

Resident's Name(s)

Resident's Phone Numbers (home and other)

Lease Terms in this format: from: mm/dd/yyyy to mm/dd/yyyy

INFORMATION ABOUT THE VEHICLES ON THE PROPERTY:

Vehicle #1: Make, Model, and Color

Vehicle #1: Tag Number, State, and Expiration Date

Vehicle #2: Make, Model, and Color

Vehicle #2: Tag Number, State, and Expiration Date

INFORMATION ABOUT THE PETS IN THE UNIT:

Please list pets:

Description	Color	Weight	Tag Number
-------------	-------	--------	------------

Description	Color	Weight	Tag Number
-------------	-------	--------	------------

INFORMATION ABOUT ACCESS TO THE UNIT:

Please be advised that in accordance with the governing documents of the association, the Association must be able to contact someone in case of an emergency and/or for service access with an immediate response from the person(s) responsible for that unit. Should failure to provide such information result in the Association accessing the unit by other means, the costs will be charged to you.

Please list two people to contact for Emergency Access to the unit. Do they have a key?

Name	Telephone	Relationship	Key
------	-----------	--------------	-----

Name	Telephone	Relationship	Key
------	-----------	--------------	-----

Please use the additional space below to list other occupants (including children) and/or other vehicles:

The information that you provide is **CONFIDENTIAL** and used only for the administrative purposes of the property. The information is used to update tenant and owner information which may have changed over the past year. Your anticipated cooperation in this matter is greatly appreciated.