

WOODLORE CO-OWNER INFORMATION FORM

As a member of the Woodlore Condominium Association, it is necessary that we ask you for the following information in order to properly update the Association's Co-Owner records. Our By-Laws require this information. Please help us by supplying as much information as possible.

Thank you for taking the time to complete this form as required in the Woodlore Master Deed & By-Laws.

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

**Please Return To: KC Property Services 3514 Lexington Dr Waterford MI 48328**

**CURRENT CO-OWNER INFORMATION**

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

Condo Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Co-Owner(s) Secondary Address or Address if not living in Unit:

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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

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

**Person to contact in case of an emergency that has access to your home:**

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

*Additional Contact:*

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

**TENANT INFORMATION** *(if applicable)*

Please note: if you lease or rent your unit, we are required to ask for and need the following information.

Tenant Name: \_\_\_\_\_

Tenant Home Ph #: \_\_\_\_\_ Tenant Work Ph #: \_\_\_\_\_

Has tenant reviewed and agreed to abide by our Master Deed and By-laws:  Yes  No

As Co-Owner, **it is your responsibility** to inform your tenant of: **all** Woodlore rules, policies, By-Laws and procedures.

Co-Owners are **fully responsible** for tenant: violation of rules, policies or By-Laws and fines or penalties.