

Willow Creek III Homeowners Association

UNIT CONTACT SHEET ***THIS INFORMATION REMAINS CONFIDENTIAL***

Dear Homeowner:

Please help our office update Association records by completing the following form. Contact information will be used for billing purposes, association correspondence, and in the event of an Emergency.

If you rent your home, it is very important that we also have contact information for your tenants. Please fill out the rental information and contact our office should this information change. We appreciate your prompt completion and return of this questionnaire.

OWNER INFORMATION

Unit Owner's Name(s) _____

Unit Owner's Complete Address (**In the Association**): _____

Mailing Address if Different (**Off-Site**): _____

Home Phone Number: _____ Work Phone Number: _____

Cell Phone Number: _____ **Email Address:** _____

Emergency Contact Name: _____ Emergency Contact Phone #: _____

FHA (Federal Housing Administration) and other governmental agencies look at different aspects of a community when insuring a loan within your community. One major factor considered in whether the bank will make loans within the community is the percentage of renters in the community. A second home is not considered a rental unit. Please complete this information to help the Association keep accurate records to help prospective owners with the most options to purchase their homes.

Is this Home a; (Check one) **Primary Residence** _____; **Second Residence** _____; **Rental** _____

TENANT INFORMATION (IF APPLICABLE)

Tenant's Name (On Lease): _____

Tenant's Complete Address: _____

Tenant's Home Phone Number: _____ Cell Phone Number: _____

Tenant's Email Address: _____ # of Occupants in Unit: _____

Emergency Contact Name & Phone Number: _____

PROPERTY MANAGEMENT COMPANY (IF RENTAL UNIT)

Management Company: _____

Contact: _____

Phone Number: _____ **Email Address:** _____

Address: _____

Please return to:

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