



# PROPERTY OWNER INFORMATION SHEET

Association Name \_\_\_\_\_ Date of Ownership \_\_\_\_\_

Owners Name \_\_\_\_\_ Unit \_\_\_\_\_  
last first (if applicable)

Property Address \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address \_\_\_\_\_  
(if different)

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Occupation \_\_\_\_\_ Will you use these skills to assist the Association? \_\_\_\_\_

Pets? Yes No Type/description/name: \_\_\_\_\_  
Please circle one

Mortgage Company \_\_\_\_\_ Loan Number \_\_\_\_\_

Mortgage Company Phone \_\_\_\_\_

Is Home Owner Occupied? Yes No If home is leased, please complete the following:  
Please circle one

Tenant Name \_\_\_\_\_ Number of occupants \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Is Tenant allowed to request work in the name of the Owner? Yes No  
Please circle one

Other Information/General Comments (Please do not use to submit work orders)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return form to P.O. Box 810552 Dallas, TX 75381-0552 or Fax to 972-406-9068**