

**UNIT OWNER INFORMATION FORM**

1. Owner(s) as they appear on the Deed:

\_\_\_\_\_

2. Owner's Street Address and Unit Number:

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

3. Owner's Mailing Address if different from above:

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

4. Owners Phone:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

5. In an emergency please contact: \_\_\_\_\_

Is this person authorized to order maintenance repairs? Yes: \_\_\_\_\_ No: \_\_\_\_\_

6. Mortgagee(s): (Required pursuant to Chapter 400 of the Acts of 1992)

Mortgage Co: \_\_\_\_\_ Mortgage Co: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

7. Is the unit owner occupied? **Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

8. If response to #7 is No, please supply the following:

a. Tenant's Name(s) \_\_\_\_\_

b. Phone number: \_\_\_\_\_

c. Is this tenant authorized to approve maintenance repairs? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Unit Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_