

CPIV UNIT OWNER INFORMATION FORM - YEAR: 2017

(Please PRINT Legibly)

1. Unit Address: _____ NOTE: Owners of Tandem Units Will Receive Two Forms to Complete and Return —One For Each Part of Their Tandem Unit).

2. Name of Owner(s): _____

(Note: Only owners whose name(s) appear on the deed to the property should be listed on Line 2.)

3. Owner's Phone: _____

Co-Owner's Phone: _____

4. Owner's Email: _____

Co-Owner's Email: _____

5. Do you, the Owner(s), want to get an automatic email from Building Link every time an entry is made in the system concerning your unit? Yes____ No____

6. Emergency Contact Name: _____

(Typically, the emergency contact is a relative or friend who does not live in the unit.)

7. Emergency Contact Phone Number: _____

8. Unit (if a tandem unit, the part referenced on Line 1, above) is Owner Occupied Yes____ No____ (If owner occupied, skip to line 16, below).

9. Unit (if a tandem unit, the part referenced on Line 1, above) is rented Yes___ No___ (If rented, complete lines 10 through 16, below).

10. Name of Renter:_____

(Note: This is the person(s) whose name is on the lease.)

11. Renter's Phone:_____

12. Renter's Email:_____

13. If rented, a copy of the lease and lease addendum is attached: Yes_____ No_____

(Note! Failure to provide a copy of the lease and addendum for a rented unit may result in a \$2,500 fine! CPIV lease addendum may be found at: [www.capitolparkiv.com/Owner Info - Rules Box](http://www.capitolparkiv.com/Owner%20Info%20Rules%20Box))

14. Mailing Address of Owner if Unit is Rented:

Street/Apt._____

City _____

State_____ Zip Code_____

15. Mailing Address of Co-Owner, if Different from Line 14, above:

Street/Apt._____

City_____

State_____ Zip Code_____

16. By signing this form, you are certifying that the information contained therein is true and accurate, to the best of your knowledge.

(Note: Only owners whose names(s) appear on the deed to the property can sign this form.)

Signature of Owner _____ Date _____

Signature of Co-Owner _____ Date _____