

New Owner Information Sheet

I. Owner Information

Name: JANE DOE Phone: ()- -

Email: MRS.DOE@GMAIL.COM

Property Address: 9900 GEORGIA AVENUE Unit #: 106

Additional Owner:

Name: JOHN DOE Phone ()- -

Email: MR.DOE@GMAIL.COM

Emergency Key On File? Yes No
Is This An Investment Property? Yes No

II. Investment Property Information

(Complete this section **ONLY** if you are leasing the unit)

Mailing Address: _____

Additional Phone numbers: ()- - ()- -

III. Emergency Information

Emergency Instructions: _____ (Limited mobility, sight, hearing impaired, other)
Emergency Contact Information (please list additional contacts on back of form)

Name _____

Relationship to Owner _____

Daytime Phone _____

Email Address _____

Owner Signature _____ Date _____

For Office Use Only:

Received:	
Received By:	
Move In Date:	
Move Out Date:	

Lease Agreement On File:	
Vehicle Information Sheet:	
New Tenant Application:	
Move IN/OUT Paid Date:	