**SPRUCE HILLS CONDO ASSOCIATION**

 **100 Spruce Hills Drive**

 **Glen Gardner, NJ. 08826**

 **Tel: 908-537-7515**

 **Fax: 908-537-9149**

 **Email: pmanager@sprucehills.org**

**RE: Empty Unit Renewal Form**

This form is used only when no one is living in your unit. The office must have a forwarding address to send all mail and flyers. No flyers will be left at your door.

**Unit # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(This form must be updated and verified every year.)

If there are any changes to this unit I am aware the office must be notified. I will contact the office if someone is going to be in the unit and to make changes within 5 working days to avoid fines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner signature**