



PO Box 1246 Martinsburg, WV 25402  
Community Management Partner  
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Telephone: 304-507-7900

**Community Name:** \_\_\_\_\_

**HOMEOWNER INFORMATION SHEET**

As the association management company for your homeowner's association, we are asking that you take a few minutes to fill out the information below in order that we may establish, update, and verify information. This information is very important. At times, it is necessary to contact owners and neighbors for emergency situations. Your cooperation is appreciated.

**PLEASE PRINT**

Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Billing Address if different \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Spouse's Name Work # \_\_\_\_\_

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

Second Email Address: \_\_\_\_\_

Closing Month/Year Date \_\_\_\_\_

**Contact for cases of emergency:**

Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

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

**Tenant Information (REQUIRED IF AN INVESTMENT PROPERTY)**

Name \_\_\_\_\_

Property Management Firm: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone: \_\_\_\_\_