

# RESIDENTIAL INFORMATION SHEET

Unit Number

Today's Date

Unit Occupancy

Primary

2nd Home

Rental/Investment

Form Activity

New Owner

Information Update

Occupant Update

*Please Type or Print Legibly the Following Information:*

## OWNER INFORMATION

### PRIMARY OWNER(S) INFORMATION

#### OWNER INFORMATION #1

Name

Home Phone#

Work Phone#

Mobile Phone#

E-Mail Address

E-Statement Billing  
 Registration  Yes  No

#### OWNER INFORMATION #2

Name

Home Phone#

Work Phone#

Mobile Phone#

E-Mail Address

E-Statement Billing  
 Registration  Yes  No

### ADDITIONAL RESIDENT(S) INFORMATION

#### RESIDENT INFORMATION #1

Name

Home Phone#

E-Mail Address

#### RESIDENT INFORMATION #2

Name

Home Phone#

E-Mail Address

### HOMEOWNER INSURANCE INFORMATION

*COPY OF CERTIFICATE OF INSURANCE (COI) TO BE SUBMITTED TO MANAGEMENT FOR ACCOUNT FILES*

Policy #

Policy Expiration Date

Insurance Company

Agent

Insurance Phone#

Insurance E-Mail Address

## TENANT INFORMATION

### LEASE INFORMATION

Lease Effective Date

Lease End Date

Lease Term

Lease On File

### TENANT(S) INFORMATION

#### TENANT INFORMATION #1

Name

Home Phone#

Work Phone#

Mobile Phone#

E-Mail Address

#### TENANT INFORMATION #2

Name

Home Phone#

Work Phone#

Mobile Phone#

E-Mail Address

### ADDITIONAL TENANT(S) INFORMATION

#### TENANT INFORMATION #3

Name

Home Phone#

E-Mail Address

#### TENANT INFORMATION #4

Name

Home Phone#

E-Mail Address

### TENANT/RENTER INSURANCE INFORMATION

*COPY OF CERTIFICATE OF INSURANCE (COI) TO BE SUBMITTED TO MANAGEMENT FOR ACCOUNT FILES*

Policy #

Policy Expiration Date

Insurance Company

Agent

Insurance Phone#

Insurance E-Mail Address

## ADDITIONAL INFORMATION

### EMERGENCY CONTACT INFORMATION

#### EMERGENCY INFORMATION #1

Name  
 Address  
 City/State/ZIP  
 Home Phone#  
 Work Phone#  
 Mobile Phone#  
 E-Mail Address


#### EMERGENCY INFORMATION #2

Name  
 Address  
 City/State/ZIP  
 Home Phone#  
 Work Phone#  
 Mobile Phone#  
 E-Mail Address


### AUTOMOBILE & PARKING INFORMATION

(Complete if you lease/own a parking stall in the Association Parking Garage.)

#### VEHICLE #1

Parking Space #  
 License Plate # (including state)  
 Make  
 Year


Model  
 Color

#### VEHICLE #2

Parking Space #  
 License Plate # (including state)  
 Make  
 Year


Model  
 Color

### STORAGE LOCKER & BIKE ROOM

#### STORAGE LOCKER

Assigned Locker #  
 Requesting a Locker?  Yes  No

#### BIKE ROOM

Assigned Bike Rack #  
 Requesting a Rack?  Yes  No

## PET INFORMATION

### PETS RESIDING IN UNIT

*Please make certain that all pets are/have been registered with the Association.*

Do you have any pets that reside in your unit?  Yes  No

If yes, how many?      Dogs       Cats       Other

*Please complete the below information if you have dogs in the unit.*

### DOG REGISTRATION INFORMATION

*Vaccination Records and Photo of Dog must be submitted with Form.*

#### DOG 1 INFORMATION

Name

Breed

Sex

Weight Full Grown

Rabies Vaccination Tag #

Rabies Tag Expiration

LPP Tag #

\$50 Registration Fee  Check/Money Order

Bill Account

*(Owners Only)*

#### DOG 2 INFORMATION

Name

Breed

Sex

Weight Full Grown

Rabies Vaccination Tag #

Rabies Tag Expiration

LPP Tag #

\$50 Registration Fee  Check/Money Order

Bill Account

*(Owners Only)*

### DOG WAIVER, RELEASE, AND INDEMINIFICATION AGREEMENT

In consideration for the permission extended to me by the Lake Park Plaza Condominium Association to access and use the Association's designated Dog Run, locate on the Pine Gove Avenue parkway adjacent to the Condominium, according to the Dog Run Rules duly adopted by the Board of Directors, I, do hereby fully and forever waive, release and discharge the Lake Park Plaza Condominium Association ("Association"), its Directors, employees and agents, including its managing agent, and their respective successors and assigns, from any and all claims in any way resulting from personal injuries or other claims, demands, damages, and causes of action of whatsoever nature which, I, my dogs, or my successors and assigns ever may have against any of them on account of, by reason of, or arising from the use of such facilities offered by the Association. I further agree to hold the Association, its Board of Directors, employees and agents, including its managing agent, harmless from any and all claims which may be brought by anyone on my behalf or by my guests or invitees, arising from the use of such facilities or participation in any activities on Association's property.

**Initials**

## UNIT ACKNOWLEDGEMENTS

### REGISTRATION REQUIREMENT INFORMATION

The service called "Building Link" allows you to communicate with your building management online, through the web and an email. All LPP residents are encouraged to take advantage of this site and its online services. For "Building Link" to work best for you, we need to obtain your E-Mail address. Management will not publish your information publicly and it will be accessed only by building staff and the "Building Link" program as needed. You will also have the option to suspend receiving notification from the "Building Link" system if you decided to do so, although it is advisable to be kept up to date on building events that effect you. Additionally, it is necessary to update your contact and emergency contact information, which will be stored in the "Building Link".

*Per Section 19 of the ICPA the Board is now required to maintain lists of owner phone numbers and email addresses as official records of the Association.*

Initials

### OWNER ACKNOWLEDGMENT

THE UNIT OWNER IS AWARE THAT S/HE IS FULLY RESPONSIBLE FOR ANY VIOLATIONS OF THE DECLARATION/BYLAWS/RULES AND REGULATIONS BY HIS/HER RENTER(S). PLEASE MAKE CERTAIN THAT YOUR RENTER(S) HAVE A COPY OF ALL PERTINENT RULES AND REGULATIONS SET FORTH BY THE LAKE PARK PLAZA CONDOMINIUM ASSOCIATION. ANY FINES ASSESSED BECAUSE OF YOUR RENTER'S BEHAVIOR WILL BE LEVIED AGAINST YOU.

Initials

### RULES AND REGULATION RECEIPT ACKNOWLEDGMENT

I (We) have received a copy of the Lake Park Plaza Condominium Association Rules and Regulations. By signing this Rules and Regulations Acknowledgment, the undersigned is aware that s/he is fully responsible for knowing the House Rules and Regulations set forth by the Lake Park Plaza Condominium Association.

Initials

### ACKNOWLEDGMENTS

*I have read and understand the acknowledgements above, hereby agreeing to abide by all the governing documents, rules and regulations of Lake Park Plaza Condominium Association.*

Owner Signature #1

Date

Owner Signature #2

Date



Tenant Signature #1

Date

Tenant Signature #2

Date