

PINC Management, LLC

P.O. Box 696 · Watertown, CT 06795
Phone: 203-217-3012 · Fax: 860-945-9268
Email- info@pincmanagement.com

UNIT INFORMATION SHEET

Association Name:

Please **complete** the following form and return it to **P.I.N.C. Management, LLC, P.O. Box 696, Watertown, CT 06795**, as soon as possible. It is important that the association has this information in case of an emergency (fire, flood, security problems, medical emergency, etc) and to fulfill requirements outlined in the Condominium's governing documents.

Date Updated:

Unit Number:

Owner Occupied

Tenant Occupied

OWNER INFORMATION

Owner First Name:

Owner Last Name:

Address:

City, State, Zip:

Home Phone:

Work Phone:

Cell Phone:

<input type="checkbox"/> I give permission to text notices
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Email Address:

<input type="checkbox"/> I give permission to have notices sent via email

Owner First Name:

Owner Last Name:

Address:

City, State, Zip:

Home Phone:

Work Phone:

Cell Phone:

<input type="checkbox"/> I give permission to text notices
--

Email Address:

<input type="checkbox"/> I give permission to have notices sent via email

IN CASE OF EMERGENCY AND YOU CAN'T BE REACHED CONTACT THE FOLLOWING:

The Emergency Contact would be used if we need to gain access to your Unit in an emergency situation and we are unable to reach you.

Name:

Relationship:

Home Phone:

Work Phone:

Cell Phone:

Email Address:

Association Name: _____ Unit #: _____

TENANT INFORMATION

Please send my tenant a copy of your quarterly newsletter.

Tenant First Name:	Tenant Last Name:
Home Phone:	Work Phone:
Cell Phone:	Email Address:
Number of Adults:	Number of Children:

VEHICLE INFORMATION

Year:	Make:
License Plate #:	Model:
State Registered In:	Color:

Year:	Make:
License Plate #:	Model:
State Registered In:	Color:

PET INFORMATION

Pet Name:	Breed:
Color:	License Number:

Pet Name:	Breed:
Color:	License Number:

Pet Name:	Breed:
Color:	License Number:

***With the owner's signature you acknowledge that you have reviewed the Rules and Regulations of the Association with your tenant prior to move in.**

Owner's Signature:	Date:
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Thank you for taking the time to complete and return this form. Having up-to-date information is vital to this management's ability to oversee your association. If any information you have provided changes in the future, please remember to let us know so we may update our files.

You can find a copy of this form on our website at www.pincmanagement.com.

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