



CONDOMINIUMS

Date: \_\_\_\_\_

### RESIDENT INFORMATION FORM

(One Form Per Occupant Used only and exclusively by the Concierge & Property Management)

New owners MUST provide a copy of purchase documents plus proof of insurance

New tenants MUST provide a copy of the lease agreement plus proof of insurance

**Suite/TH#**  65 St. Mary St.  1080 Bay St.  Townhome

Owner Occupied

Tenant Occupied

Parking Space Level P \_\_\_\_ Space # \_\_\_\_ Locker # Level P \_\_\_\_ Door # \_\_\_\_ Locker # \_\_\_\_

Occupant Name \_\_\_\_\_

Occupant Email \_\_\_\_\_

Occupant Telephone Info H \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Does anyone, residing in the suite with special challenges. require assistance during an emergency?

No  Yes  Basic Details: \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Colour \_\_\_\_\_ Plate # \_\_\_\_\_

PETS: Two (2) domestic pets allowed per unit. Provide details: \_\_\_\_\_

#### OWNER INFORMATION (if living elsewhere)

Owner Name(s) \_\_\_\_\_

Owner E-mail \_\_\_\_\_

Owner Telephone Info H \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_

Mailing Address (Mandatory)

\_\_\_\_\_  
\_\_\_\_\_

#### PLEASE RETURN ALL REQUESTED INFORMATION TO THE CONCIERGE DESK

Owner Purchase Documents  Home Owner Insurance (Mandatory)

Tenant Lease Agreement 6 Mo. Minimum  Tenant Content Insurance

Building Link System (% Management and/or Security Desk)