

Walden Woods Conservancy, Inc.
Owner and/or Tenant Contact Form

Elite Property Management, LLC
39 New London Turnpike, Suite 330
Glastonbury, CT 06033

Fax form to: (860) 430-6646 or
via email at nancy@epmlc.com
July 9, 2018

Unit Owner Name(s): _____ Unit #: _____

Mailing Address for owner: _____

Home Phone: _____ Work Phone: _____

Email: _____ Cell Phone: _____

Tenant(s): (1) _____ (2) _____

Lease Period From: _____ To: _____

Home Phone: _____ Work Phone: _____

Email: _____ Cell Phone: _____

Name of all occupants(including children) and age of all the occupants (not just the minors) (use the back of the form if necessary):

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Vehicles:

Year: _____ Make: _____ Model: _____

Color: _____ License Plate: _____ State: _____

Year: _____ Make: _____ Model: _____

Color: _____ License Plate: _____ State: _____

Pets (if none, please note:

Type: _____ Coloring: _____ Name: _____

Type: _____ Coloring: _____ Name: _____

Emergency Contact:

Should emergency access of your unit be required, please list a contact person who may have the ability and authorization to access your unit in your absence. Any damage as a result of forced entry will be the responsibility of the unit owner.

Emergency Contact's Name: _____ Phone #: _____

Miscellaneous:

Upon any change of information or a change in resident, please contact our office to update your information. Connecticut State law requires that your unit be equipped with a smoke detector. The use of kerosene heaters or propane tanks within the unit is illegal. We recommend each unit be equipped with fire extinguishers. A copy of the Association's rules and regulations have been provided to the lessee(s) of the rented unit and the lessee(s) understand that it is their responsibility to adhere to these rules and regulations. **It is mandatory that this form be completed and sent to the management company.**

Unit Owner's Signature

Tenant's Signature

Date

Date

*The information on this form will be used by Elite Property Management and by authorized committees serving on behalf of the Walden Woods Conservancy Board for Walden Woods emergency and communication purposes only.