

Ivy Ridge

Homeowner Vital Information Form

Privacy & Important Details:

Information provided on this form will be kept confidential and shall be used as necessary solely by the management company and/or the Board for day-to-day operations, emergency response, and/or communications of Ivy Ridge. No details will be sold or distributed or published in an owner's directory. Owners are responsible for returning a fully completed form within 30 days of any change of details.

Ivy Ridge Address: _____

Basic Details:

If you are the Owner and have a separate mailing address, please provide that alternate address:

Owner's Primary Contact Details:

(Provide details below for the unit Owner's main contact, including at least one phone and email.)

Name: _____

Phone: Cell: _____

Home: _____

Work: _____

Email: Personal: _____

Work: _____

Occupant Details:

Number of Occupants: _____ *(List the total number of people who reside in the unit, including you.)*

(Provide the details below for any additional occupants. Use an extra sheet for additional occupants.)

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

Emergency Contact Details:

(In case of an emergency where you could not be reached, please provide an emergency contact, preferably someone who does not reside in the unit who could provide access to the unit in your absence.)

Name: _____

Phone: _____

Email: _____

Pets:

Are there any pets living at this residence? Yes / No (Circle one)

If Yes, please identify all animals and how many: _____

Vehicle Details:

(Provide the following details for any vehicle which belongs to an occupant of your unit and could be parked on Ivy Ridge property.)

Vehicle 1: Make: _____ Model: _____
Color: _____ Plate #: _____ State: _____
Owner: _____

Vehicle 2: Make: _____ Model: _____
Color: _____ Plate #: _____ State: _____
Owner: _____

Vehicle 3: Make: _____ Model: _____
Color: _____ Plate #: _____ State: _____
Owner: _____

Return Details:

Please return the completed form to the Ivy Ridge office. (Just slip under either office door.)