

**Towers of Valley Run
January 2022
Resident Information Sheet**

Owner Information

Unit Number _____ Owner's Name _____ Telephone Number _____
 Work Number _____ Fax _____ Email Address _____
 Owner's Address _____ City _____ State _____ ZIP _____

Tenant/Resident Information

Name _____ Telephone Number _____ Move in Date _____
 Work Number _____ Fax _____ Email Address _____
 Lease on File: _____ Number of Persons in Unit: _____ Lease Expiration: _____

Resident Information

Name _____ Name _____
 Name _____ Name _____

Emergency Information

Contact _____ Telephone Number _____ Work Number _____
 Address _____

Pet Information

Pet Does Reside in Unit _____ Pet Does Not Reside in Unit _____
 Type: _____ Color: _____
 Pet owners should review & follow the pet rules. Before getting a new pet all residents should review the rules to ensure that they are in compliance.

Vehicle Information

Make	Model	Year	License Plate #	State	Expires

All vehicles must be registered with the office and comply with the rules of conduct. If you have guest staying with you for more than a few days & they have a vehicle please provide their information to the office. This will avoid vehicle possibly being towed.

Unit Key Information

The office has a key to my unit _____ The office does not have a key to my unit _____
 Please list all of your key fob numbers:
 Owner has fobs: _____ Tenant has fobs: _____

Any numbers not listed will be deactivated

I understand that if I elect not to provide management with a key and an emergency access is needed to enter my unit I fully will be responsible for all expenses incurred by the association / management with regards to gaining access to my unit. The association/management will not be responsible for any damage caused in connection with gaining access to my unit (i.e. lock damage, door damage, etc.)

Name _____ Unit Number _____
 Signature _____ Date _____