

OWNER QUESTIONNAIRE FORM

IN ORDER to keep the Association/Condominium records current, it is essential that you please complete this form in its entirety and return it with a copy of your lease agreement (if you are now renting your unit) to:

Emiroglu Management Services, LLC, 673 Potomac Station Drive NE, Suite 618, Leesburg, VA 20176

Fax: (703) 793-0801 Email to info@emiroglumangement.com

Name of Association/Condominium: _____

Property Address: _____

Owner's full name(s) as it appears on your HUD statement:

(1) _____ Work/Cell Phone _____ / _____

(2) _____ Work/Cell Phone _____ / _____

Home Phone: _____ Email: _____

Employer Name and Address: _____

Mortgage Company Information:

If property is an investment unit, provide the billing address:

Name: _____ Name: _____

Address: _____ Address: _____

Pet(s): _____

Make, Model, Year & License Plate(s) Number(s): _____

If multiple vehicles, provide all vehicle information. Attach additional sheet if needed.

Parking Space Number (if applicable) _____

Emergency Contact: During Hours you are normally away from home: _____

Tenant Information (if applicable). If this is a rental unit, please provide a copy of the current Lease per your Association Bylaws. The Lease should indicate that you have provided your tenants with a copy of the Association's Rules and Regulations. (Please attach an additional sheet if needed.)

Name: _____ Name: _____

Home Phone: _____ Home Phone: _____

Office/Cell: _____ Office/Cell: _____

Email: _____ Email: _____

Vehicle: _____ Vehicle: _____

Type of Loan: FHA Conventional

Please check appropriate box. Required by Condominium Act.

Signature

Date

Note: By providing your email address, you are allowing Management and your Association to send you notices by email. No solicitation will be conducted with this authorization.