

**WINDSOR VILLAGE II CONDOMINIUM
OWNER QUESTIONNAIRE**

Dear Windsor Village II Condominium Member:

We have had, on occasion, the need to contact owners regarding repairs to their unit, for emergency purposes, or to follow-up on miscellaneous requests.

In an attempt to keep our records accurate and to more efficiently manage the Windsor Village II Condominium property, the Board of Managers has requested that each owner supply us with the attached information within 10-days after moving to the neighborhood and whenever a change is made to the information.

Please take a moment and provide us with this information so that we may better serve the needs of the community. Please return this information to Kenrick Corporation, the address is located on the top of the form.

Thank you for your cooperation.

Respectfully,

Hans Rozestraten

Hans Rozestraten, Portfolio Manager
as Agent for Windsor Village II Condominium

HR/lbk
Enclosure

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OWNER QUESTIONNAIRE**

Please return questionnaire within 10 days.

Kenrick Corporation

3495 Winton Place, D-4, Rochester, NY 14623

585-424-1540 www.kenrickfirst.com fax 585-424-1553

1. Owners names (as appear on deed):

2. Unit address: _____

Mailing address (if different from above):

3. Phone numbers for all occupants (for *internal* use only):

Home # : _____ Cell # : _____

Other # : _____ Other # : _____
4. E-mail Address(es): _____
5. Names of all occupants living in unit:

6. Emergency Contact: _____ Phone # _____
(other than yourself)
Emergency Contact Email Address: _____
7. Vehicle Information (all must be licensed):

Make: _____ Model: _____ Color: _____ Plate#: _____

Make: _____ Model: _____ Color: _____ Plate#: _____

Make: _____ Model: _____ Color: _____ Plate#: _____
8. Pets (Type, Color, Age, Weight): _____

9. If Rental unit - list names of all tenants as shown on your lease with phone # & email:

Term of Lease: From: _____ To: _____
Please include a copy of the lease when returning this form.

Thank you for completing this questionnaire. It is very important for our files & greatly appreciated.