

**The Villas at Monarch Manor  
HOMEOWNERS QUESTIONNAIRE**

Dear Villas at Monarch Manor Homeowner:

We are requesting homeowner contact information in the event we need to contact you relative to needed repairs, emergency purposes, or to follow up on miscellaneous service requests. The Sponsor is requesting that each homeowner supply us with the attached information at your earliest convenience.

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 in the enclosed self-addressed envelope.

Thank you for your cooperation. Should you have any questions, please feel free to contact me at 424-1540.

Sincerely,

*Michelle E. Alvaro*

Michelle E. Alvaro  
Property Manager as Agent for  
The Villas at Monarch Manor Homeowners Association, Inc.

MEA/sm  
Enclosure

**The Villas at Monarch Manor**  
**HOMEOWNER QUESTIONNAIRE**

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. Number and names of occupants in unit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
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 (Name, Type, Color, Age, Weight): \_\_\_\_\_  
\_\_\_\_\_
  
9. If this is a rental unit, please list names of all tenants as shown on your lease:  
\_\_\_\_\_  
Term of Lease: From: \_\_\_\_\_ To: \_\_\_\_\_

Thank you for your cooperation in filling out this questionnaire. It is greatly appreciated.