

**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,

Barry Smith

Barry Smith
Portfolio Manager as Agent for
The Villas at Monarch Manor Homeowners Association, Inc.

BJS/co
Enclosure

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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. Non-Resident 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 – Maximum of 2 pets, no dogs over 70 lbs):

9. If this is a rental unit, please list names of all tenants as shown on your lease:

Term of Lease (minimum of 6 months – entire unit only): From: _____ To: _____
Please provide a copy of the lease as required by the Rules and Regulations.

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