



### OWNER/RESIDENT CONTACT INFORMATION UPDATE FORM

PLEASE PRINT ALL INFORMATION:

DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

**HOMEOWNER/LANDLORD:**

**RESIDENT/TENANT:**

FULL NAME(S) \_\_\_\_\_

\_\_\_\_\_

FULL NAME(S) \_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS (MANDATORY): \_\_\_\_\_

\_\_\_\_\_

SECONDARY EMAIL: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

\_\_\_\_\_

CELL PHONE: \_\_\_\_\_

\_\_\_\_\_

WORK PHONE (EMERGENCY ONLY): \_\_\_\_\_

\_\_\_\_\_

**LEASE INFORMATION (WEDGWOOD ESTATES PROHIBITS SUBLETTING. LEASE MUST BE IN RESIDENT OCCUPANTS NAMES):**

LESSEE FULL NAME(S) \_\_\_\_\_

LESSEE FULL NAME(S) \_\_\_\_\_

LEASE TERM: FROM: \_\_\_\_\_ - TO: \_\_\_\_\_

**NOTICE TO LANDLORDS – PLEASE ATTACH THE FOLLOWING INFORMATION TO UPDATE OUR FILES:**

The association requires the following documentation from all homeowners renting their property in Wedgwood Estates:

- Owner/resident contact information update form – information for both lessor(s) and lessee(s)
- Copy of lease or rental agreement
- Caln Township - Use and Occupancy Inspection Report (most current)

These items must be updated annually, and/or immediately, when leases/U&O permits expire or tenants change

This is for the protection of your property & the safety of your tenants, as well as your adjoining fellow homeowners.