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Southwind By-The-Lake
Condominium Homeowners Association

OWNER INFORMATION FORM

● *This form will be shared with the Ledgewood Home Owners Association, of which you are a member.*

● *Owners MUST provide a postal address, e-mail address and/or phone # by which they may be contacted* ***directly*** *by the Association, even if they use a rental/property manager.*

UNIT #/Street _____

Owner name(s) first & last _____

Mailing Address _____

I/we agree to have the phone #s and/or e-mail addresses listed below published in the Southwind Owner Directory?

Yes	***No***		***Yes***	***No***	
☐	☐	_____ Phone #: Home/Land Line			
☐	☐	_____ Phone #: Cell (Whose?)	☐	☐	_____ Phone #: Cell (Whose?)
☐	☐	_____ Phone #: Work (Whose?)	☐	☐	_____ Phone #: Work (Whose?)
☐	☐	_____ E-mail address, **primary ****			
☐	☐	_____ E-mail address, secondary			

** **E-mail is the preferred means of communicating with unit owners on a day-to-day basis**. All official Association documents and notices (including Board meeting agendas and minutes) are mailed to owners who do not have e-mail (and some documents are mailed to everyone). However, **if you do not provide an e-mail address, you will not receive all information sent to owners via e-mail.** For example, we would e-mail, but not mail, a reminder about a holiday change in the trash pick-up schedule. **WE STRONGLY ENCOURAGE YOU TO PROVIDE AN E-MAIL ADDRESS THAT BOTH ASSOCIATIONS MAY USE TO COMMUNICATE WITH YOU**, and to approve the authorization below.

> *Pursuant to 27A V.S.A. § 3-121 (a), I/we being all of the unit owner(s) designate the above "primary" e-mail address as an acceptable method of providing notice from the Southwind Condo Association AND the Ledgewood Home Owners Association, until further notice* ☐ ***Yes*** ☐ ***No***

EMERGENCY CONTACT: Name _____

Phone (H): _____ **Phone (W):** _____ **Phone (C):** _____

VEHICLES registered to owners/occupants that will normally "reside" in the garage or driveway of the unit:
(Maximum 2 vehicles for 2-bedroom units, 4 vehicles for 3-bedroom units)

	Make & Model	**Plate #**	**State**
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____
#4	_____	_____	_____

DOGS AND/OR CATS that normally will reside in the unit: (Maximum 2) Provide name, breed &/or brief description

#1 _____ #2 _____

LEASED UNITS: Is this unit leased? ☐ **Yes** ☐ **No** **If yes, complete the Leased Unit Supplement on back/pg. 2.**

Owner Signatures	***Signature***	***Date***	***Signature***	***Date***
	_____		_____	

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Southwind Condo Association Owner Information Form --

LEASED UNIT SUPPLEMENT

UNIT #/Street _____ Date completed: _____

OWNER NAME(s) (First & Last) _____

You are responsible for complying with all of the terms of section 4.6 of the Southwind Condo Association Rules & Regulations pertaining to leasing of Southwind units.

Term of Current Lease (mo/day/yr) From:_____ To: _____

Have you sent a printed or electronic copy of the signed current lease to Southwind's Property Mgr. at ABPM? ☐ Yes ☐ No
If no, please do so immediately.

Does the lease require that your tenants read and abide by the Southwind Association Declaration, Bylaws and Rules & Regulations? ☐ Yes ☐ No

If no, please revise/amend the lease immediately to comply with this requirement (see 4.6 of the Rules & Regulations) and provide a copy to the Southwind Property Manager.

Have the tenants been given a hard copy of the Rules & Regulations and a hard or electronic copy of the Declaration & Bylaws?
☐ Yes ☐ No *If no, please do so immediately.*

Tenants named in lease: _____

Mailing address: _____

E-mail address: _____

Phone #: _____ Phone #: _____

Does your unit have a rental manager? ☐ Yes ☐ No

Rental Manager Contact Information:

Name: _____

Mailing address: _____

E-mail address: _____

Phone #: _____ Phone #: _____

Please include Information on tenants' vehicles and/or pets on page 1 of the Owner Information Form.