The Select Group, Inc.

2224 Virginia Beach Blvd, Suite 201/202
Virginia Beach VA 23454
Tel : 486-6000 / Fax : 486-6988

TO : ALL UNIT OWNERS : WELLINGTON OAKS COMMUNITY ASSOCIATION

FROM : FRED G SUMMS III, CPM® CMCA® : ASSOCIATION MANAGER

SUBJ. : HOMEOWNER INFORMATION SHEET

In an effort to maintain updated Association records, we would appreciate your completing the following information. Access to this information will be held in the strictest confidence and will only be utilized should Management or the Board of Directors deem it necessary. Mail the completed form to The Select Group, Inc at the address on this letter. Thank you for your cooperation.

NAME(S) OF HOMEOWNER(S).....

UNIT ADDRESS.....

MAILING ADDRESS.....

HOME PHONE :..... BUSINESS PHONE.....

IN CASE OF EMERGENCY CONTACT :.....

RESIDENCE PHONE..... BUSINESS PHONE.....

HOMEOWNER INSURANCE CO..... ..... AGENT :.....

TENANT INFORMATION - IF YOU LEASE YOUR UNIT

The Association must have a copy of your current lease at all times.

NAME(S) OF TENANTS RESIDING IN YOUR UNIT.....

HOME PHONE..... BUSINESS PHONE.....

MANAGING AGENT & MAILING ADDRESS (if applicable).....

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PLEASE COMPLETE THE FOLLOWING INFORMATION TO BE USED FOR THE MASTER INSURANCE :

1. What date did you close on your unit?.....
2. What is the name and address of your mortgage holder.....

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3. Do you have a current set of Association Documents and By Laws containing the Rules and Regulations of the Association?
   Yes..... No.....

4. If renting your unit, are your tenants familiar with these Documents and By Laws? Yes..... No.....

5. Do your tenants own a pet? Yes..... No..... (If "Yes", we will send a Pet Registration form to you by return mail.

6. LIST MAKE, MODEL, COLOR, & LICENSE NUMBERS OF ALL VEHICLES TO BE PARKED IN THE ASSOCIATION:
This information is important to prevent towing of vehicles authorized to park in the Association.....

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