
MILL CREEK CONDOMINIUM ASSOCIATION, INC.

c/o The Select Group, Inc., 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, VA 23454
(757) 486-6000 ♦ Fax: (757) 213-9672 / (757) 486-6988
Email: selectrealty@theselectgroup.us ♦ Website: www.theselectgroup.us

OWNER INFORMATION FORM

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 Unit Owner(s): _____

Address: _____

Mailing/Alternate Address (if applicable): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Email: _____

Would you like to receive community updates, project announcements, etc. from the Association via email? Yes No

If yes, please provide your email address: _____

Would you like your name and phone added to the Mill Creek Resident Directory which is distributed only to Mill Creek homeowners and residents? Yes No

If using an alternate address, is this still a residence that you reside in either full or part time?
Yes No

If yes, then who is residing in the unit? _____

Is this person a relative _____ If so what relation are they to you _____

Phone: Home: _____ Work: _____ Cell: _____

Email address: _____

Emergency Contact: _____ Relationship: _____

Phone: Home: _____ Work: _____ Cell: _____

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

1. What date did you close on your unit? _____

Mill Creek Condominium Association
 Owner Information Sheet

2. What is the name and address of your mortgage holder? _____

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

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

5. Do you have a gate opener? Yes No If no, would you like to purchase one? Gate openers are available at The Select Group for \$20.00 per remote.

6. Have you signed up for your two-digit gate code so you can grant access to the community for your visitors? Yes No If no, please contact The Select Group at (757) 486-6000, ext. 3026.

7. LIST YEAR, MAKE, MODEL, COLOR, LICENSE NUMBERS and STATE OF LICENSING OF ALL VEHICLES TO BE PARKED IN THE COMMUNITY: This information is important to prevent towing of vehicles authorized to park in the community.

Year	Make	Model	Color	License Plate Number	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. If you have been approved by the Association Board to use your unit as a rental, will your unit be professionally managed? If yes, please provide the name, address and phone numbers of your managing agent:

Agent's Name: _____

Address: _____

Phone: _____ Email: _____

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

10. Do your tenants own a pet? Yes No
 (If "Yes", we will send a Pet Registration form to you by return mail which is enclosed for your convenience.)

Mill Creek Condominium Association
Owner Information Sheet

11. LIST YEAR, MAKE, MODEL, COLOR, LICENSE NUMBERS and STATE OF LICENSING OF ALL VEHICLES TO BE PARKED IN THE COMMUNITY **BY YOUR TENANTS**. This information is important to prevent towing of vehicles authorized to park in the community.

Year	Make	Model	Color	License Plate Number	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TENANT Emergency Contact: _____

Relationship: _____

Phone: Home: _____ Work: _____ Cell: _____

Please forward the completed form to:

Mill Creek Condominium Association
c/o The Select Group, Inc.
2224 Virginia Beach Blvd #201
Virginia Beach VA 23454
Email: fsumms@theselectgroup.us
selectrealty@theselectgroup.us
Fax: 757-486-6988

***The information on this form is for office use only
and will be held in strictest confidence.**