



# Condominium Association, Inc.

## OWNER INFORMATION FORM

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Alternate Address (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

If using an alternate address, is this still a residence that you reside in either full or part time \_\_\_\_\_

If no, then who is residing in the unit \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

## **TENANT INFORMATION (IF YOU ARE LEASING YOUR UNIT)**

Resident Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

**(Please be sure to forward a copy of the lease to The Select Group, Inc.)**

Leasing Agent (if applicable): \_\_\_\_\_

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

**Please return completed form to The Select Group via mail or fax as provided below,  
or email to the management team as listed on our website.**

c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454  
(757) 486-6000 fax: (757) 486-6988 website: [www.theselectgroup.us](http://www.theselectgroup.us)