
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) 486-6988 email: jlushk@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 no, 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:

What date did you close on your unit? _____

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

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

Do you own a pet? ☐ Yes ☐ No (If "Yes," you will be sent a Pet Registration form to complete)

Owner Information Form

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Do you have a gate opener? ☐Yes ☐No (If no and you would like to purchase one, they are available at The Select Group for \$20.00 per remote.)

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, 757-486-6000 ext. 3026)

COMPLETE VEHICLE INFORMATION BELOW to prevent towing of vehicles authorized to park in the community.

YEAR/MAKE/MODEL OF VEHICLE	COLOR	LICENSE PLATE #	STATE

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: _____

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

Do your tenants own a pet? ☐Yes ☐No (If "Yes," they will be sent a Pet Registration form to complete)

COMPLETE VEHICLE INFORMATION BELOW 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 OF VEHICLE	COLOR	LICENSE PLATE #	STATE

TENANT Emergency Contact: _____

Relationship: _____

Phone: Home: _____ Work: _____ Cell: _____

All information obtained is for Association business and emergencies only and is held in strictest confidence.

Please return completed form to The Select Group at the address or fax number at the top of the front page or email to abell@theselectgroup.us