



Cape Henry Towers Council of Co-Owners

3288 Page Avenue • Virginia Beach, VA 23451 • 757-481-7500 • Fax: 757-481-3673

Professionally Managed By: **SELECT**
Group, Inc.

OWNER INFORMATION SHEET

UNIT #: _____

NAME(S): _____

CHILDREN: _____

EMAIL: _____ CELL# _____

HOME#: _____ WORK# _____

OCCUPATION: _____

FORWARDING ADDRESS (if applicable, if CHT is not your primary address):

PARKING #: _____ MAKE & MODEL: _____ LICENSE #: _____

ADDITIONAL VEHICLE: MAKE & MODEL: _____ LICENSE #: _____

EMERGENCY CONTACTS:

NAME: _____ PHONE #: _____

NAME: _____ PHONE #: _____

NAME: _____ PHONE #: _____

PERSONS AUTHORIZED TO USE THE UNIT WITH OR WITHOUT OWNER PRESENT:

IS THIS A RENTAL UNIT? YES/NO

(if YES, please provide the office with a current lease, must live in unit 12 months prior, can only be a 12 month lease, must have prior approval, rental cap of 25%, can only rent 100% of unit). If you rent unit, you give up your usage of amenities.

ANY SPECIAL INSTRUCTIONS?

Fob Issued: YES/NO

QTY: _____ PAID: YES/NO

Parking Decal Issued: YES/NO

QTY: _____ PAID: YES/NO

UNIT ACCESS KEY ON FILE:

YES/NO **REQUIRED**

MAILBOK KEY: YES/NO



PLEASE ACKNOWLEDGE THAT YOU HAVE READ THE RULES AND REGULATIONS:

Understand Move In / Move Out Procedures: INITIAL: _____

- Procedures for reserving elevators
- Scheduling Move in/out dates with the office
- Elevator Fees
- Times to move in/out

Understand Guests/Guest Pass Procedures: INITIAL: _____

Understand Contractors Procedure: INITIAL: _____

- All contractors must register with the office
- Must provide office with COI & Business License
- Asbestos is present in popcorn ceilings & unit entry fire doors/No use of CHT carts/No disposal of contractor trash off premise
- No Dumping of Hot Water Heater/water disposal
- Trash Room is off limits to contractors
- Delivery & work times for contractors

Understand Pet Policy: INITIAL: _____

- Up to date Animal License and Rabies vaccination on file.
- Service or Emotional support only (require certification and Doctor's Letter
- Size Restrictions
- NO Guest Pets

Understand usage of carts/deliveries: INITIAL: _____

- Notify office of any deliveries
- Only homeowners are allowed to use carts BLUE IS FOR GROCERIES ONLY

Understand Trash Disposal/Dump: INITIAL: _____

Understand various Fees: INITIAL: _____

Understand Limited Common Balcony INITIAL: _____

- No carpet, no tiles, no attachments to railings or to walls/ceiling/deck

Understand securing electricity/water when out of town: INITIAL: _____

RESIDENTS AND GUESTS ARE TO ABIDE BY ALL RULES AND REGULATIONS OF CAPE HENRY TOWERS AND ARE SUBJECT TO ALL PENALTIES AND ASSESMENTS. I VERIFY THAT ALL ABOVE INFORMATION THAT I HAVE PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE