

Somerset Condominium

Owner Information and Member Directory

To: Somerset Condominium Owners
From: Lisa Beardsley, Property Manager

We need the following information to update our Woodbridge records and provide homeowners with an updated Associate Member Directory. Please fill out, print clearly and return ASAP, by mail, fax or Service@woodbridgegroup.com.

Woodbridge Group Records

(Required Confidential Information)

Owner Information

Owners Name(s): _____
Unit #: _____
Address: _____
Home Phone: _____ Work/Cell: _____
E-Mail Address: _____ (optional for monthly Board meeting reports)

Emergency Contact Information

Name: _____
Relationship: _____ Phone #: _____

Tenant Information

Tenant Name(s): _____ Lease Date: _____
Home Phone: _____ Work Phone: _____
E-Mail Address: _____

(If you have a tenant a copy of the lease must be provided to the Property Manager.)

Vehicle Information:

Vehicle #1: License Plate # _____ Year: _____ Make & Model _____
Vehicle #2: License Plate # _____ Year: _____ Make & Model _____

Pet Information: Yes No Breed and Name _____
(One dog only)

Unit Inspection

My unit has working smoke detectors YES / No Inspected on: _____
My unit has working Carbon Monoxide Detector YES / No Inspected on: _____
My unit has a working fire extinguisher in the Kitchen. YES / NO Inspected on: _____

Note: The above information is provided for the expressed use of Woodbridge Group.

Homeowner Signature: _____ Date: _____