



Delivering Property Management Excellence



CONDOMINIUM ASSOCIATION

New Owner Registration Form

Contact Information

Address Being Leased: Oak Creek Drive, Unit *For Office Use*
Buffalo Grove, Illinois 60089

Mailing Address: _____ **Owner 1 Name:** _____
If different from Unit Add.

Owner 1 Home #: _____ **Owner 2 Name:** _____

Owner 1 Cell #: _____ **Owner 1 Email:** _____

Owner 2 Home #: _____ **Owner 2 Email:** _____

Owner 2 Cell #: _____ **E-Notice / Voting?** Yes No

Do you want to sign up for the website? Yes No
All contact information provided will be used to contact owner/tenant in an emergency.

Intercom & Mailbox Tag Registration

Mailbox Tag Name:

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A maximum of 20 characters allowed on the tag. Abbreviate longer names if necessary

Intercom Phone #: (

--	--	--

)

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Intercom Phone #: (

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)

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The Intercom Phone must be completed for your intercom to be setup by Maintenance

Parking Registration

Tenant Vehicle A *Office Use Only* ▶ **Parking Sticker #:**

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Vehicle Make & Model: _____ **Vehicle Year:** _____

License Plate:

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Vehicle Color: _____

Tenant Vehicle B *Office Use Only* ▶ **Parking Sticker #:**

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Vehicle Make & Model: _____ **Vehicle Year:** _____

License Plate:

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Vehicle Color: _____

Move-In Registration

Date of Move-In: ____ / ____ / ____ **Have you provided your \$300.00 Move In Deposit?** Yes No

Where should we sent your Move-In Deposit? ▼ or ▶ **Address:** _____

Please send my deposit to the Unit Address above.

This deposit is ALSO for a Move-Out on ____ / ____ / ____

FAX TO: (847) 594-0650

EMAIL TO: jschaefer@fosterpremier.com