

Glen Oaks Manor

Date: ___ / ___ / ___

If you are an owner and live on-site, please fill out the top portion of this form. **If you are an owner and live off-site, please complete the entire form and remember to include a copy of the lease with this form.** This form will be kept confidential and is used by the management company and the Board of Directors for the Association's records, insurance coverage, and for emergency reasons only.

Name(s) to be on Account: _____

Glen Oaks Address: _____

Mailing Address: (If different from above) _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____

Cell Phone #: _____ Cell Phone #: _____

Email address: _____

Name: _____ Place of Employment: _____

Work Phone No: _____

Name: _____ Place of Employment: _____

Work Phone No: _____

Winter Address: (If applicable) _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

****Please contact our office when you wish to change to/from your winter address****

Vehicles:

Make _____ Model _____ Year _____ Plate # _____

Make _____ Model _____ Year _____ Plate # _____

Person to contact in case of an emergency: _____

Best Phone # to reach them at: _____ Relation: _____

Tenant(s) Name: _____

Lease Start date: _____ Lease End Date: _____

Home Phone #: _____ Daytime Phone #: _____

Cell Phone #: _____ Cell Phone #: _____

Vehicles:

Make _____ Model _____ Year _____ Plate # _____

Make _____ Model _____ Year _____ Plate # _____

Reminder: If rented please include a copy of the lease.

Mail to: Keller Properties, Inc. 1895 East County Road E, White Bear Lake, MN 55110