

KINGWOOD OAKS ASSOCIATION

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 fill out the top portion of this form and have your tenants fill out the bottom portion.** 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: _____

Kingwood Address: _____ Whitaker Street, White Bear Twp, MN 55110

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Move in Date: _____

Home Phone #: _____

Cell Phone 1: _____ Cell Phone 2: _____

Email Address: _____

Name: _____ Place of Employment: _____

Work Phone #: _____

Name: _____ Place of Employment: _____

Work Phone #: _____

**Winter Address: (If applicable) _____

City: _____ State: _____ Zip: _____

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 Name(s): _____

Lease Start Date: _____ Lease End Date: _____

Home Phone #: _____ Daytime Phone #: _____

Cell Phone 1: _____ Cell Phone 2: _____

Vehicles:

Make _____ Model _____ Year _____ Plate # _____

Make _____ Model _____ Year _____ Plate # _____

Reminder: Please included a copy of the lease, if rented.