

Main Street Green of Old Town Fairfax Condominium

UNIT CONTACT & INFORMATION FORM

Please complete this form and return it to the onsite office (Fax: 703.591.6510)

PLEASE TYPE OR PRINT CLEARLY IN BLOCK LETTERS

Unit Number: _____ Date: ____/____/____

Owners Name(s): _____

I. OWNER'S CONTACT INFORMATION (Please include area codes)

Home Phone: _____ Office Ph: _____

Mobile: _____ E-mail: _____ Fax: _____

Off-site Address (if renting unit or unit otherwise unoccupied):

Street/number: _____ City: _____ State: _____ Zip: _____

Emergency Contact Name: _____

Emergency Contact Phone Number(s): _____

II. PET INFORMATION *If no PETS initial here* _____

Pet 1: Type _____	Pet 2: Type _____
Breed _____	Breed _____
Age _____	Age _____
Approximate weight _____	Approximate weight _____
Last inoculation date _____	Last inoculation date _____

III. TENANT/LEASE INFORMATION (If owner-occupied skip to Vehicle Information)

Lease copy is required to be submitted to on-site office prior to move-in.

Term of Lease: _____

Name(s) of Tenant(s): _____

TENANT CONTACT INFORMATION: Home Phone: _____

Office Ph: _____ Mobile: _____ E-mail: _____

Emergency Contact Name: _____

Emergency Contact Phone Number(s): _____

IV. VEHICLE INFORMATION

	VEHICLE #1	VEHICLE #2	VEHICLE#3
MAKE			
MODEL			
YEAR			
COLOR			
LICENSE NUMBER			
STATE			
STICKER NUMBER			

V. A. KEY & SECURITY CODE INFORMATION

There is a security system in place in the Unit yes no

If yes, the directions for access (including code if required) are:

V. B.1. KEY & SECURITY CODE INFORMATION

I acknowledge that the Association has the right to enter my Unit while responding to a bona fide emergency without prior authorization. To conduct regular Association business, staff or Association Agent must schedule entry providing resident with reasonable notice and under consideration of the matter's urgency, a convenient time. The Owner will obtain prior approval from the Association before any locks are changed and submit new keys to the on-site office. Homeowner understands that the Association has received a key to their unit which may be used only for emergencies when owner has been duly notified. This emergency key may only be used for infrequent lock outs during regular, weekday business hours.

Signature of Owner/Resident

Date

OR

V. B.2. KEY & ACCESS CODE INFORMATION

(Check if Applicable) Owner/Resident refuses to file emergency key and accepts increased liability associated with this decision.

Signature of Owner/Resident

Date

VI. FRONT DOOR KEY-LESS CODE ASSIGNED _____

One key-less code is assigned to each unit. For security reasons, this code is to be used only by residents and their caretakers or other regular service providers. All persons who have been granted use of this code must file their name with the onsite office, in the spaces below, on back side or in an attached addendum.

Name:

Relation:

_____	_____
_____	_____
_____	_____