



Dear New Homeowner:

In order that we may update all our files, we are asking you to take a few minutes to fill out the pertinent information below. This information, while kept completely confidential, is very important. Very often we find it necessary to contact owners and residents for emergency situations. Your cooperation is appreciated. Again, this information is kept completely confidential. Date \_\_\_\_\_

PLEASE PRINT

Association \_\_\_\_\_

Home Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(If different from home address)

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ FAX \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ or \_\_\_\_\_

**For future reference would you like to be e-mail correspondence and annual billing?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Tenant Information:

Name \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ FAX \_\_\_\_\_

Please mail to: Access Management Group  
1100 Northmeadow Pkwy.  
Suite 114  
Roswell, GA 30076

Or fax to: 770-777-6916

