

**MONUMENT PARK PLACE CONDOMINIUM OWNERS ASSOCIATION**

**TENANT OCCUPANT INFORMATION SHEET**

This form must be updated annually and anytime there is a change in the occupancy composition

**PROPERTY:**

MPP Unit #: \_\_\_\_\_ Building #: A / B / C Lease Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Condo Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**TENANT:** (List below resident that will occupy the property)

(1) Tenant: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

-Add to intercom callbox  -Add to MPP resident directory  -Add to notification of planned outage

(2) Tenant: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

-Add to intercom callbox  -Add to MPP resident directory  -Add to notification of planned outage

(3) Tenant: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

-Add to intercom callbox  -Add to MPP resident directory  -Add to notification of planned outage

(4) Tenant: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

-Add to intercom callbox  -Add to MPP resident directory  -Add to notification of planned outage

**PET:** (List below any pets within your home)  -Do not have a pet?

Pet's Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Type: \_\_\_\_\_

Pet's Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Type: \_\_\_\_\_

**VEHICLE:** (List vehicles to be parked at the property)  -Do not own vehicle

1- Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Plate #: \_\_\_\_\_ State: \_\_\_\_\_ MPP Permit # \_\_\_\_\_

2- Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Plate #: \_\_\_\_\_ State: \_\_\_\_\_ MPP Permit # \_\_\_\_\_

Do you need a visitor parking permit for your guest to park outside the gate in the alley?  -Yes  -No

**EMERGENCY CONTACT:** (List below the person we should contact in the event of an emergency)

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

If emergency entry is required into your home:  -Key on file w/MPP  -Door code on File w/MPP

**Return Options**

Place in community drop box (near the mailboxes) or scan and email to [Accounting@MonumentParkPlace.com](mailto:Accounting@MonumentParkPlace.com)

Thank you.