



## SECURITY DATABASE UPDATE FORM – FOR OWNERS

Building Number \_\_\_\_\_ Unit Number \_\_\_\_\_ Owner's Signature \_\_\_\_\_

**Owner Information** 1st Key Card or Fob# \_\_\_\_\_ 2nd Key Card or Fob # \_\_\_\_\_

Owner Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Owner 10 Digit Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_ State \_\_\_\_\_

Barcode Number affixed to Owner Vehicle \_\_\_\_\_

Co-Owner Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Co-Owner 10 Digit Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_ State \_\_\_\_\_

Barcode Number affixed to Co-Owner Vehicle \_\_\_\_\_

**Owner Pet Information** (for pets residing in the unit)

Registered Pet #1 New Red Tag # \_\_\_\_\_ Registered Pet #2 New Red Tag # \_\_\_\_\_

*(N.B. The previously issued Yellow Tags are obsolete and must be replaced at the office.)*

**Rental Section** All collected Renter data will become part of the Owner's data record.

Is the unit under lease agreement? ( ) Yes ( ) No Please initial here \_\_\_\_\_

If under a Bona Fide Lease Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_

Name of Primary Lease Holder (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Primary 10 Digit Phone Number \_\_\_\_\_ Email \_\_\_\_\_

*(The association will use the above information to contact your client to obtain their information to ensure that their valid barcodes continue to operate in the new system.)*

**Emergency Information** (In the event of a building emergency)

Is there anyone who would need special assistance? ( ) Yes

Is there anyone who should be contacted to coordinate assistance? ( ) Yes

Name \_\_\_\_\_ 10 Digit Phone \_\_\_\_\_

