

McNary Highlands Condominium Association Resident-Information Form

As you review this form, please note that all owners must fill out Sections 1 and 3–5 of this form and owners with non-owner residents in their unit must *also* fill out Section 2. The information you provide in this form enables your Board of Directors and the PMC to maintain up-to-date records in case of emergency or other events that would require them to contact owners in a timely manner. Therefore, please ensure that the information is accurate and current and *return the form to the PMC as noted in Section 6.*

Section 1: Owners (whether resident or non-resident at McNary Highlands)

Owner name: _____ Email: _____

Unit #: _____ Phone(s): _____ (home) _____ (cell) _____ (work)

Mailing address (if different from McNary Highlands):

Address: _____

City: _____ State: _____ Zip: _____

Please note that in providing an email address, you are authorizing communication and notifications from the HOA via email or other electronic means.

My unit is [] Owner-occupied [] Tenant-occupied [] Other (please explain)

If your unit is occupied by a tenant or other non-owner resident (e.g., a housemate or house sitter), please proceed to Section 2. If your unit is owner-occupied and you do *not* have additional non-owner residents (e.g., a housemate who is outside of your immediate family), you can skip to Section 3.

Section 2: Non-owner residents

Non-owner resident name: _____ Email: _____

Phone(s): _____ (home) _____ (cell) _____ (work)

Mailing address (if different from McNary Highlands, e.g., a post-office box):

Address: _____

City: _____ State: _____ Zip: _____

Rental property-management company (as applicable): _____

Contact name: _____ Phone: _____

Please note that in providing an email address, your non-owner resident is authorizing communications and notifications from the HOA via email or other electronic means.

If there are additional non-owner residents in your unit (e.g., a housemate of a tenant), please have each of them provide the same kind of information provided above, on the back of this form.

Section 3: In case of an emergency

Ideally, this person would reside at a location other than McNary Highlands.

Emergency contact name: _____ Email: _____

Phone(s): _____ (home) _____ (cell) _____ (work)

Section 4: Vehicles and pets

The following information is for both owner and/or non-owner residents, regarding vehicles that will be parked routinely at McNary Highlands and pets who reside at McNary Highlands.

Vehicle(s) (if there is more than one, separate information using commas):

Make(s): _____

Model(s): _____

License plate number(s): _____

Pet(s): I have [] (1 or 2) ___ cat(s) and [] 1 dog (no more than 2 total pets, only one of which can be a dog)

If applicable: Dog breed _____

Dog age _____ weight: _____ (now) weight _____ (at maturity)

I have [] (1 or 2) other pet(s) of type (caged bird(s), fish) _____

If you like, you may provide the PMC a photo of your pet(s) with this form or by e-mail. This will help in case an animal appears on the property and we need to know whether it resides here; this also may help in case your pet is lost.

Section 5: Release of information

[] Yes, you may release this information to parties other than solicitors.

[] No, you may not release this information to anyone.

Please note that neither the Board nor the PMC will release the information above to solicitors at any time.

Section 6: Return the form to the PMC

Please return this form promptly to our community manager, Joel McDonell at CMI (2105 SE 9th Avenue, Portland, Oregon 97214). If you have questions, contact Joel at 503-445-1211 or joelm@communitymgt.com.

Note that failure to supply this signed document to the PMC within 21 days of resident move-in (whether that resident is an owner or non-owner) will result in an immediate \$100 fine to the owner.