

**San Remo Golf & Tennis Club Condominium Association Inc.**

**UPDATED UNIT INFORMATION REQUESTED**

Dear Owners,

We are in the process of updating our records and want to confirm that the information, that we have on file for you, is up to date and needs to be changed...

**For Owners:**

Owner Name(s): \_\_\_\_\_

San Remo Unit Address: \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

Current Address (if not currently residing in your unit/renting it out OR not living the unit year round):  
\_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

Current E-mail Address: \_\_\_\_\_

Do we have your written consent to send you all communications & notices via e-mail? \_\_\_ Yes \_\_\_ No

If yes, please sign and date: \_\_\_\_\_

Date Purchased Unit: \_\_\_\_\_

Mailbox Number\*: \_\_\_\_\_ (\*please let us know if your mailbox is on the right or left side of the mail unit cluster box)

1<sup>st</sup> Vehicle Information: Make: \_\_\_\_\_ License Plate/Tag Number: \_\_\_\_\_

2<sup>nd</sup> Vehicle Information: Make: \_\_\_\_\_ License Plate/Tag Number: \_\_\_\_\_

**For Tenants/Owners with Tenants:**

Tenant Name(s): \_\_\_\_\_

Unit Address: \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

Current E-mail Address: \_\_\_\_\_

Landlord Name(s): \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Landlord's Telephone: \_\_\_\_\_

Landlord's E-mail Address: \_\_\_\_\_

Date Landlord Purchased Unit: \_\_\_\_\_

Date Rental Lease Expires: \_\_\_\_\_

Mailbox Number\*: \_\_\_\_\_ (\*please let us know if your mailbox is on the right or left side of the mail unit cluster box)

1<sup>st</sup> Vehicle Information: Make: \_\_\_\_\_ License Plate/Tag Number: \_\_\_\_\_

2<sup>nd</sup> Vehicle Information: Make: \_\_\_\_\_ License Plate/Tag Number: \_\_\_\_\_

**This form may be left off in the office mailbox at 301 Club Cir #100 (our office is by the pool) or it can be e-mailed to Jennifer Murray at [jem.sanremo@gmail.com](mailto:jem.sanremo@gmail.com)**

**Thank you for your assistance getting our records up to date – we truly appreciate your help!**