



OWNER / TENANT INFORMATION SHEET

Dear Unit Owner: The Board of Directors has requested an update to the Association's records and **Requires the information below be returned within 30 days.** Please complete and return to City Property Management, 4645 E. Cotton Gin Loop, Phoenix, AZ 85040. Or, if you prefer, you may download the document from www.tapestryoncentral.org and email the completed form to kmartin@cityproperty.com. Thank you for your cooperation.

OWNER / CO-OWNER INFORMATION:

OWNER: FIRST NAME: _____ LAST NAME: _____
CO-OWNER (if applicable): FIRST NAME: _____ LAST NAME: _____
OWNER PHONE: _____ OWNER ALTERNATE PHONE: _____
OWNER EMAIL: _____

BUILDING: _____ UNIT #: _____
ADDRESS: _____ PHOENIX, AZ _____

MAILING ADDRESS FOR MONTHLY INVOICE (if different): _____
CITY: _____ STATE: _____ ZIP: _____

OCCUPANT INFORMATION:

OWNER OCCUPIED RENTER VACANT OTHER: Specify: _____
NAME OF OCCUPANT(S) (if other than owner): _____
If renter, date lease term began: _____ Date lease ends: _____

EMERGENCY CONTACT INFORMATION:

ALTERNATE EMERGENCY CONTACT: NAME: _____ PHONE: _____

VEHICLE INFORMATION:

How many parking spaces are assigned to your unit? 1 2
Space Number (1): _____ Space Number (2) (if applicable): _____
VEHICLE 1 – YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____
VEHICLE 2 – YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____
** NOTE – if you change vehicles, please contact the Community Manager to update your records as soon as possible.

ACCESS FOBS / REMOTES / ENTRY CODES:

KEY FOBS – Gray, teardrop shaped device. The number is on the back of the device. There are 3 digits, then 5 more.
Key Fob #1: _____ Key Fob #2: _____
If more than two fobs, enter numbers here and reason for them: _____

GARAGE REMOTES – If you can't read the numbers on the outside, they can also be found on the inside. (Last 5 digits)
Remote #1: _____ Remote #2: _____
If more than two remotes, enter numbers here and reason for them: _____

DOOR ENTRY CODE: (4 digits) _____ **PHONE NUMBER:** (local only) _____
Do you want your name to show on screen at the call box for visitors? YES NO
If yes, how do you want it to appear (15 digits max): _____

SIGNATURE DATE PHONE #