

Original Plumtree Heights Owners Association, Inc.

1 Nature View Trail □ Bethel, CT 06801 □ (203) 938-3172

LEASE NOTIFICATION FORM

The Association requires lease information about a tenant within ten (10) days of the lease start date. This form must be **updated annually** on the **Lease End Date** or **when there is a change of information**. Please complete all the sections of this form. Your current e-mail address is important because all notices and communications are now transmitted by e-mail. Any information provided on this form is private and will not be distributed unless the Association is given written permission to do so.

If you are not familiar with the Rules & Regulations of Plumtree Heights or the Lease Policy, request a copy of the "Welcome to Plumtree Heights" booklet. If you have any questions, call the Managing Agent.

Date:

Unit #:

Street Address:

Tenant Name(s):

Home/Night Phone #: ()

Work/Day Phone #: ()

Cell Phone #: ()

E-Mail Address:

Emergency: In the event of an emergency, please notify:

Name:

Phone #: () (Work/Day)

Lease Information: Start Date: End Date:

Unit Occupancy: List below persons living at this location and give relationship:

Name	Relationship	Adult/Child

Motor Vehicle Registration: List all vehicles of resident(s) that are parked at Westwood Village. Complete all the motor vehicle information including license plate #.

License Plate # (State)	Make	Model	Year	Color

Pet:

Name	Type/Breed	Color/Description	Dog License #