

**LEDGESTONE CO-OWNER INFORMATION FORM**

As a member of your Condominium Association, it is necessary that you provide the following information in order to properly update the Association records. Per the Master Deed and By-Laws of the Association, it is a requirement that the Board of Directors maintain updated and accurate records. Therefore, please accurately complete and supply as much information as possible. Thank you.

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**CURRENT OWNER INFORMATION**

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

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

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Vehicle Information: \_\_\_\_\_ License #: \_\_\_\_\_

**Person to contact in case of an emergency that has access to your home:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Emergency Contact:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**CURRENT MORTGAGE INFORMATION**

The Master Deed and By-Laws of your Association require the Board of Directors to have updated mortgage information. Certain circumstances require the Board to Directors to notify each holder of a first mortgage lien. Please note if your unit was purchased through a cash only sale, there is no mortgage.

Name of Mortgage Company: \_\_\_\_\_

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

Mortgage Loan #: \_\_\_\_\_

Homeowners Insurance Company \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Policy #: \_\_\_\_\_

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**PROPER LEASE INFORMATION**

Please note that if you are considering leasing your unit, you should refer to the Master Deed and By-Laws of your Association for the proper lease procedure. If the Board of Directors approves your tenant, your lease agreement MUST contain a copy of the Master Deed, By-Laws, and Rules & Regulations. The tenant MUST be made aware of and abide by the rules and regulations of the community. Once both the Co-owner and tenant sign a lease, a copy MUST be submitted to the Board of Directors for record purposes. If you are currently leasing you unit, please submit a copy of the signed lease and complete the following information:

Owner Name/Address: \_\_\_\_\_

Owner Home Phone #: \_\_\_\_\_ Owner Work Phone #: \_\_\_\_\_

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

Tenant Home Phone #: \_\_\_\_\_ Tenant Work Phone #: \_\_\_\_\_

Lease Inception Date: \_\_\_\_\_ Tern: \_\_\_\_\_

Has Tenant reviewed, agreed to abide by Master Deed and By-laws: \_\_\_\_\_

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Thank you for taking the time to complete this mandatory form as set forth in your Condominium Documents.

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion, please Fax or Mail to Ledgestone Condominium Association  
P.O. Box 401 Rockford, MI 49341 Phone (616) 874-3371 Fax (616) 874-3381**