

CHANDLER PLACE OWNER AND RESIDENT INFORMATION SHEET

A. Owner and Resident Information	
Building _____	Condo Unit # _____
Storage Room # _____	Parking Space # _____
Check One : _____ I own this unit <u>AND</u> I live in it; _____ I rent this unit; _____ I own this unit <u>AND</u> I rent it out; _____ A relative owns this unit and I live in it	
Owner/Resident 1 _____(initial here) I agree to allow the HOA to email important information to me.	
Name _____	Cellphone # _____
Email Address _____	
Home Phone # _____	Office Phone # _____
Mailing Address _____	

Owner/Resident 2 _____(initial here) I agree to allow the HOA to email important information to me.	
Name _____	Cellphone # _____
Email Address _____	
Home Phone # _____	Office Phone # _____
Mailing Address _____	

B. Vehicle Information

Vehicle #1 Make _____ Model _____ Year _____
License Plate # _____ State _____

Vehicle #2 Make _____ Model _____ Year _____
License Plate # _____ State _____

C. Pet Information

List the names, type of pet, and any information that should be provided to an emergency of maintenance worker who may need to enter the unit in the absence of the resident. (See Rules and Regulations V)

Pet #1 Name _____ Type/Breed _____

Pet #2 Name _____ Type/Breed _____

D. Emergency Contact Information to be used in case of fire, hurricane, water leaks, or medical emergency.

Contact #1 Name _____ Relationship _____

Cellphone # _____ Home # _____ Office # _____

Emergency Email address _____

Contact #2 Name _____ Relationship _____

Cellphone # _____ Home # _____ Office # _____

Emergency Email address _____

E. Water Heater and Plumbing Information

The Rules and Regulations require annual inspection of HVAC and water heaters to be completed by certified technician. It is recommended that water heaters be replaced <10 years and expansion tanks <3 years.

- My condo ____ **HAS** ____ **HAS NOT** been replumbed. Year work completed _____
- Type of Water Heater _____ Model Year Constructed in _____
- Type of Expansion tank _____ Year tank was replaced _____
- My HVAC air handler ____ **DOES** ____ **DOES NOT** have an automatic shut off switch in the condensation pan.
- My Condo ____ **DOES** ____ **DOES NOT** have water leak detection sensors.
- Location of leak detection sensors:
 - _____ beside water heater _____ beneath the HVAC air handler
 - _____ below the kitchen disposal _____ beside the washing machine
 - _____ below master bath sink _____ beside master bath toilet
 - _____ below 2nd bath sink _____ beside 2nd bath toilet
 - _____ storage room floor _____ OTHER _____

F. Insurance coverage for damages not covered under the HOA master plan

We recommend insurance for your condominium unit to cover damages not covered by the Master Policy carried by the Association. Usually an HO-6 waiver is used condominium owners and a HO-4 plan for renters. You will want your insurance agent to be aware that the Master Policy currently holds a \$10,000 deductible clause. (Declaration and By-Laws Article VI, Section 6.4 Subsection of By-Laws; Chapter 47C-NC Condominium Act). Please include the name and contact information of your insurance. This information will only be used when needed to assist you in filing of claims.

Company _____ Agent _____ Phone # _____

Please complete and return this form to an HOA Board member in your building