

The Woods on Park Lane HOA Owner Information Form

Please **complete the following information** and return it within 30 days to avoid a potential fine. This information is required by our documents and the Texas Uniform Condominium Act and will assist us in contacting you in the case of emergencies as well as help us stay in contact with you regarding updates on the property.

Please complete all applicable information and mail or fax this sheet(s) back to:

The Woods on Park Lane HOA • PO Box 824773 • Dallas TX 75382 • Fax: 1-866-469-1533

If you have internet access, you can enter this information directly on the website by going to: <http://www.thewoodsonparklane.com>. You'll see an "Owner Sign In" link on the left hand side of the home page. Click that link, use your Unit Number as your "User Name" and enter your Password. If you do not have or have forgotten your password, please contact Winn Garrett at 972-926-8257.

Contact Information - *Please put your mailing address here. This is the address where you want all official correspondence from the Association to be sent.*

Owner Name _____ Condo Unit# _____

Mailing Address: _____

Best phone number to reach you: _____

Secondary phone number to reach you: _____

Owners email address: _____

Owner's Drivers License # _____ State _____

Co-Owner Name _____

Best phone number to reach Co-owner: _____

Secondary phone number to reach Co-owner: _____

Co-Owner's email address: _____

Co- Owner's Drivers License # _____ State _____

Do you check your email regularly? ____Yes ____ No

Owner's Vehicle Information - *Complete if you live on and have a vehicle on property.*

Vehicle #1

Type of vehicle: _____ Color _____

(i.e.: 2010 Ford Taurus)

License Plate #: _____ State _____

Vehicle #2

Type of vehicle: _____ Color _____

(i.e.: 2010 Ford Taurus)

License Plate #: _____ State _____

Vehicle #3

Type of vehicle: _____ Color _____

(i.e.: 2010 Ford Taurus)

License Plate #: _____ State _____

Do you rent out your unit? If so, please complete the second and third page of this form as well.

**The Woods on Park Lane HOA
Tenant Information Form**

Property Manager Information - *Please complete this section if you rent out your unit and use a property manager.*

Management Company Name _____

Mailing Address: _____

City _____ St _____ Zip _____

Property Manager's Name: _____

Best phone number to reach Property Manager: _____

Secondary phone number to reach Property Manager: _____

Property Manager's email address: _____

Tenant's Information - *Please complete this section if you rent out your unit.*

Tenant's Name _____

Tenant's Drivers License # _____ State _____

Co-Tenant's Name _____

Co-Tenant's Drivers License # _____ State _____

Condo Unit # _____

Lease Dates: _____

Type of lease you used (please indicate)

____ Texas Apartment Assoc (TAA) Lease

____ Real Estate Agent Lease

____ Other Type (Please explain) _____

Tenant's best contact phone number: _____

Tenant's secondary contact phone number: _____

Tenant's email address: _____

Co-tenant's best contact phone number: _____

Co-tenant's secondary contact phone number: _____

Co-tenant's email address: _____

Tenant's Vehicle Information

Vehicle #1

Type of vehicle: _____ Color _____

(i.e.: 2010 Ford Taurus)

License Plate #: _____ State _____

Vehicle #2

Type of vehicle: _____ Color _____

(i.e.: 2010 Ford Taurus)

License Plate #: _____ State _____

Vehicle #3

Type of vehicle: _____ Color _____

(i.e.: 2010 Ford Taurus)

License Plate #: _____ State _____