

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION
LONG BRANCH, NJ 07740**

Managing Agent
RMG, Regency Management Group, INC.
Professional Management
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CONFIDENTIAL RESIDENT INFORMATION

Please assist the Association in maintaining accurate records for your home. Since the information that you provide will be used to compute assessment credits, charges, and adjustments, it is important that this form be **updated on an annual basis** or any time there is a substantial change in any of the data. The management office will maintain all records on behalf of the Association, and only changes submitted in writing will be considered valid.

OWNER(S) OF RECORD: _____

OWNER MAILING ADDRESS: _____

PHONE: (H): _____ (W): _____ (C): _____

UNIT ADDRESS: _____

EMAIL: _____

TENANT INFORMATION (IF RENTING): _____

TENANT PHONE: (H): _____ (C): _____

LEASE DATES: _____

PERSON TO CONTACT IN AN EMERGENCY:

_____ (NAME/PHONE NUMBER/RELATIONSHIP)

EMAIL: _____

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE