

Please Complete and Return This Form to Our Office

Dear Resident,

We need your cooperation regarding a number of matters.

First of all we would like to update our records as to your mailing addresses. Please enter below how you like items mailed to you. If you are a tenant, please forward this letter to the owner.

Name of owner _____

Address of owner _____

Cit/State/Zip of owner _____

Next please complete the following information -

Telephone numbers .

Land line connected to fire alarm _____

Number we should use if we need to contact you _____

E-mail address (if you have one) _____

And finally, please answer the following question –

Are you an owner occupant? Yes ___ or No ___ (check one)

**If you checked “Yes”, please date and sign below and mail this to our office.
If you checked “No”, please complete the reverse side of this letter and mail, date and sign below and mail to our office.**

Completed by - _____ Date - _____

Thank you,
Board of Directors



5900 North Burdick Street, Suite 107
East Syracuse, NY 13057 (315) 656-5148
E-mail – EVHOA@CNYSmail.com
Web – www.ErieVillageHOA.com

Address of rented unit - _____

The Residents Guide requires that you provide the Erie Village HOA office with certain information if your unit is being rented. You can find a current copy of the Residents Guide on our web site www.ErieVillageHOA.com under General Information.

It is important that we know who occupies a residence.

Name of Tenant - _____

Tenant Info. Phone _____ E-mail _____

Names and relationship (spouse, son, daughter) to tenant of other occupants .

Name - _____ Relationship - _____

Name - _____ Relationship - _____

Name - _____ Relationship - _____

Lease From _____ To _____

Animals occupying the premises, (Type (dog/cat), Name & Breed) . None ____

Type _____ Name _____ Breed _____

Type _____ Name _____ Breed _____

License Information of tenant vehicle(s) .

Make _____ Model _____ License # _____ Reg. State _____

Make _____ Model _____ License # _____ Reg. State _____