

RENTAL DIRECTORY FORM

In the past, we have experienced emergency situations, which have made us aware of the critical need for a current list of off-site owners and tenants in the N. Wellesley community.

Please remember that it is essential that owners who rent their town homes provide Capitol Property Management (CPM) with their off-site address and contact information for use in an emergency, and to ensure that owners receive all correspondence related to their property and the community. Note that if the association is unable to contact delinquent off-site owners of delinquency issues, all attorney fees from collection procedures are the homeowner's responsibility.

If you rent your N. Wellesley town home, please be sure to fill out this form and return to CPM, even if you believe we already have your current information. This information is **not** for publication, and will only be used by Capitol Property Management and the Association to send necessary correspondence.

UNIT OWNER INFORMATION

OWNER NAME(S): _____

OWNER ADDRESS:

PHONE NUMBERS:

HOME _____ **OFFICE** _____

E-MAIL _____

UNIT TENANT INFORMATION

TENANT NAME(S) _____

TENANT ADDRESS:

PHONE NUMBERS:

HOME _____ **OFFICE** _____

E-MAIL _____