

### HOMEOWNER / RESIDENT CONTACT INFORMATION

Ohio Law 5311.09 (A) (2) states the homeowner's obligation to provide ownership and occupancy information. We are providing this form to assist you in fulfilling this obligation. Please provide the information requested and return it to:

Capital Property Solutions, PO Box 630, Worthington OH 43085  
Fax: 614-443-3798 Email: accounting@cpscolumbus.com

\*Homeowner Address: \_\_\_\_\_

Owner Occupied / Rental / Second Home (please circle one)

#### PRIMARY OWNER INFORMATION

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Middle Initial: \_\_\_\_\_

\*Home Mailing Address: \_\_\_\_\_

Please check Preferred \*Cellular Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

Can we use your email as a primary source of written contact from our office? Yes  No

#### CO-OWNER INFORMATION

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Middle Initial: \_\_\_\_\_

\*Home Mailing Address: \_\_\_\_\_

Please check Preferred \*Cellular Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

Can we use your email as a primary source of written contact from our office? Yes  No

#### EMERGENCY CONTACT PERSON

Name: _____	Phone _____ - _____ - _____	Cell/Home/Work _____
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<u>Type of Pet(s)</u>	<u>Approximate Weight (lbs)</u>	<u>Color(s)</u>
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\_\_\_\_\_

<u>Year of Automobile(s)</u>	<u>Make</u>	<u>Model</u>	<u>Color(s)</u>	<u>License Plate</u>
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\_\_\_\_\_

\_\_\_\_\_

TENANT INFORMATION (IF APPLICABLE)

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Middle Initial: \_\_\_\_\_

\*Home Mailing Address: \_\_\_\_\_

Please check Preferred \*Cellular Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

Can we use your email as a primary source of written contact from our office? Yes  No

<u>Type of Pet(s)</u>	<u>Approximate Weight (lbs)</u>	<u>Color(s)</u>
_____	_____	_____

<u>Year of Automobile(s)</u>	<u>Make</u>	<u>Model</u>	<u>Color(s)</u>	<u>License Plate</u>
_____	_____	_____	_____	_____