

Homeowner/Tenant Information and Contact Sheet

Please RETURN completed form to Property Manager, 10 Maine Rd., Plattsburgh, NY 12903 or email to propertymanager@lcvillage.org. Thanks!

Owner's Information

Phone Numbers

Owner(s) Name _____ Primary _____

Lake Country Vil. Addr. _____ Secondary _____

Mailing Addr. (if diff.) _____ Other _____

Email Address _____

Please check here if you would like to receive LCV news via email.

Tenant's Information

Please note: LCV HOA regulations prohibit renting of your unit during the first two years of ownership.

Phone Numbers

Tenant(s) Name _____ Primary _____

_____ Secondary _____

Email Address _____ Other _____

Emergency Contact Information

Primary Contact Name _____ Phone# _____

Second Contact Name _____ Phone # _____

Email Address _____

Other Information

Auto #1 _____ Plate # _____

Auto #2 _____ Plate # _____

Total Number of Occupants (Only used to help predict HOA water and sewer costs)

Would you like to set up automatic electronic withdrawals for your Homeowner's Dues?

Yes Please contact Anne Sanford at bookkeeper@lcvillage.org

No

I certify that the above tenant information is true and that I have included in the lease agreement, whether written or verbal, a statement that tenants must abide by all the rules and regulations of Lake Country Village HOA and that if they fail to abide by said rules, their lease may be terminated by Lake Country Village HOA upon not less than 10 days notice as stated in the Declaration of Covenants, Conditions, Easements and Restrictions. I further agree I am responsible to notify the HOA immediately of any change of occupants of my unit or of the vehicles they use and that a failure to do so may result in the imposition of fines or other penalties in accordance with any Rental Policy currently in effect.

Signature of Owner

Date

Comments, questions? _____

or visit our website for more information or to ask a question. www.lcvillage.org/Contact-Us-2