



Gables Professional Management Co.

## HOMEOWNER CONTACT INFORMATION SHEET

Date: \_\_\_\_\_

Acct: # \_\_\_\_\_

Name of Community: \_\_\_\_\_

Homeowner's name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address; (IF IT'S DIFFERENT) \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Homeowner's Cell & Work numbers: \_\_\_\_\_

Homeowner's E-mail Address: \_\_\_\_\_

\*\*\*\*\*

Contact Person's Name and phone# (If different from homeowner):

Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Other PH#: \_\_\_\_\_

\*\*\*\*\*

Tenant's name(s) if applicable: \_\_\_\_\_

Tenant's Contact Phone #: \_\_\_\_\_

\*Mailing Preference: ☐ Email or ☐ USPS

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

PLEASE NOTE THAT IT IS VERY IMPORTANT THAT YOU SUBMIT THIS FORM BACK TO OUR OFFICE IN ORDER TO HAVE YOUR FILE AS UPDATED AND ACCURATE AS POSSIBLE.

THANK YOU FOR YOUR COOPERATION

3934 SW 8<sup>th</sup> STREET • SUITE 303 • CORAL GABLES, FLORIDA 33134 • PH (305) 441-0904 • FAX (305) 441-7982  
Email: [info@gablesprofessional.com](mailto:info@gablesprofessional.com)

# Gables Professional Management, Co.

3934 S.W. 8<sup>th</sup> Street Suite 303

Coral Gables, FL 33134

PH#: 305.441.0904 Fax#: 305.441.7982

## **MANDATORY HOMEOWNER OCCUPANCY FORM**

I \_\_\_\_\_ purchasing at (Community Name) \_\_\_\_\_,  
(Address) \_\_\_\_\_ confirm that the purpose of the purchase of  
this unit is for:

- ☐ Permanent Residence
- ☐ Seasonal Residence
- ☐ Rental

**If the unit is being rented, please answer the following;**

Will the current tenants continue residing in the property? \_\_\_\_\_. If so, once closing takes place  
new homeowners must provide an updated lease agreement to the management company and confirm  
current tenants have been approved by the association.

**If unit is not being rented,** please provide current tenants move out date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**If new tenants;** Applicants must go through the application process and be approved prior to moving in.

Any questions and/or concerns, please contact Gables Professional Management at PH#: 305-441-0904.

Management