

**Common Cents Property Management**  
501 Silverside Rd, Suite 38  
Wilmington, DE 19809  
(302) 439-0545  
[info@ccpmde.com](mailto:info@ccpmde.com) | [www.ccpmde.com](http://www.ccpmde.com)



As a property owner, you are also automatically a member of the Homeowner's Association. The rules and regulations require collection of the following information about each unit Owner and Tenant as often as it changes. Please complete and return the form to the Management office at the address above or scan and email to us at "[info@ccpmde.com](mailto:info@ccpmde.com)". Be sure to provide us with an updated form annually or when any of the information below changes.

DATE: \_\_\_\_\_

***Rental Unit Owners must provide this information every time a new Tenant moves in:***

**OWNER INFORMATION**

**OWNER 1:**

|                   |                                 |
|-------------------|---------------------------------|
| Name:             | Email:                          |
| Property Address: | Home Address:                   |
| Newark, DE 19702  |                                 |
| Home Phone:       | Driver's License State/#: /     |
| Cell Phone:       | Emergency Contact Name:         |
| Work Phone:       | Emergency Contact Relationship: |
| Date of Birth:    | Emergency Contact Phone:        |

**OWNER 2:**

|                   |                                 |
|-------------------|---------------------------------|
| Name:             | Email:                          |
| Property Address: | Home Address:                   |
| Newark, DE 19702  |                                 |
| Home Phone:       | Driver's License State/#: /     |
| Cell Phone:       | Emergency Contact Name:         |
| Work Phone:       | Emergency Contact Relationship: |
| Date of Birth:    | Emergency Contact Phone:        |

***Property Management and the Association will protect this information and use it to provide:  
statements, newsletters, updates, agendas & meeting information or in case of an emergency.***

## TENANT INFORMATION

Rented - Signed Lease Available?  Currently Vacant

**Assoc. Rules Reviewed with & Provided to Tenant?**

### **TENANT 1:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Driver's License State/#: / \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Emergency Contact Relationship: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_  
Lease Date: \_\_\_\_\_ Monthly Rent Amount: \_\_\_\_\_

### **TENANT 2:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Driver's License State/#: / \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Emergency Contact Relationship: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_  
Lease Date: \_\_\_\_\_ Monthly Rent Amount: \_\_\_\_\_

**– LANDLORDS/OWNERS ARE REQUIRED TO PROVIDE A COPY OF THE CURRENT LEASE TO THE OFFICE –**

### **VEHICLE INFO:**

|                          |                          |
|--------------------------|--------------------------|
| <b>Vehicle 1 – Year:</b> | <b>Vehicle 2 – Year:</b> |
| Color:                   | Color:                   |
| Make:                    | Make:                    |
| Model:                   | Model:                   |
| License Plate #:         | License Plate #:         |

**PET INFO:** *(Assoc. rules permit one dog or cat per household, with dogs no more than 18" at the shoulder)*

|   |                   |                      |                   |
|---|-------------------|----------------------|-------------------|
| Type: <input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Other: | Name: _____       |                      |                   |
| Breed: _____  | Age: _____        |                      |                   |
| Color/Markings: _____   | Weight: _____     |                      |                   |
| License/Tag #: _____  | Issue Date: _____ | Last Shots On: _____ | Good Until: _____ |

**Please provide a copy of your pets' current shot record and your New Castle County Registration/Dog License.**

**Licenses are issued for a calendar year & can be purchased for one, two or three year periods.**