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**HOA NAME**

*Brickrow Property Management, Inc.  
2434 Southport Way, Suite A  
National City, CA. 91950  
(619) 477-3133 / (619) 477-3758 fax  
website: www.thebrickrowgroup.com*

**OWNER / TENANT INFORMATION**

PLEASE FILL OUT THE FOLLOWING INFORMATION AND RETURN THIS FORM AS SOON AS POSSIBLE:

**OWNER INFORMATION:**

Owner(s)' Name: \_\_\_\_\_

Property address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_

Cell # \_\_\_\_\_ Emergency contact name & phone # \_\_\_\_\_

EMAIL \_\_\_\_\_

Preferred method for paying HOA dues (check one):

Personal Check       Automatic Bank Debit       Online Bill Pay

**TENANT INFORMATION: (IF NON-OWNER OCCUPIED)**

**(PROVIDE PROPERTY MANAGEMENT INFORMATION ON BACK SIDE IF APPLICABLE)**

Tenant's Name: \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_

Cell # \_\_\_\_\_ Emergency contact name & phone # \_\_\_\_\_

**VEHICLE INFORMATION:**

Vehicles or automobiles belonging to residents: How Many? \_\_\_\_\_

Make                  Model                  Color                  License #                  Parking Sticker #

\_\_\_\_\_  
\_\_\_\_\_

**PETS: (DOGS & CATS ONLY)**      How many? \_\_\_\_\_ Dogs \_\_\_\_\_ Cats

**Name**                      **Breed**                      **Color**                      **License number**

**PROPERTY MANAGEMENT INFORMATION:**

**Company Name:** \_\_\_\_\_

**Property Mgr. Name:** \_\_\_\_\_

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

**Office phone #** \_\_\_\_\_ **Office Fax #** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **Emergency contact name & phone #** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**Please provide a copy of the management agreement along with this form.**

**Please mark all that apply:**

- Owner directly responsible for payment of Association Dues**
- Owner receives all correspondence in reference to this property, including violations, walk-thru reports, Delinquency Notices, Newsletters, Annual Meeting notices & Annual Disclosures**
- Property Manager responsible for payment of Association dues**
- Property Manager receives all correspondence in reference to this property, including violations, walk-thru reports, Delinquency Notices, Newsletters, Annual Meeting notices & Annual Disclosures**
- Property Manager responsible for providing owner with all necessary notices and information**