

# Cortland Properties, Inc.

7612 W North Avenue  
Elmwood Park, IL 60707  
Phone (708) 452-4242 Fax (708) 452-4122

## OWNER INFORMATION SHEET

Unit Address \_\_\_\_\_ Mailing Address\*\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Storage Space # (if any) \_\_\_\_\_

\*\*Mailing address is only for owners who rent their unit or reside off the premises. If you provide a mailing address, all billing statements and official notifications will be sent to the mailing address only. *Note: the ability to rent or lease your unit may be restricted or even prohibited by your Declaration, Amendments, or Rules & Regulations.*

### OWNER INFORMATION (Owner means persons listed on the Deed)

	Owner #1	Owner#2
Full Name	_____	_____
Home Ph#	( ) _____	( ) _____
Work Ph#	( ) _____	( ) _____
Cell/Pager#	( ) _____	( ) _____
Car make/model	_____	_____
License Plate #	_____	_____
Parking Space #	_____	_____
Please provide ONE (1) primary e-mail address: _____		

### TENANT INFORMATION (Complete even if tenant is a relative)

	Tenant #1	Tenant #2
Full Name	_____	_____
Home Ph#	( ) _____	( ) _____
Work Ph#	( ) _____	( ) _____
Cell/Pager#	( ) _____	( ) _____
Car make/model	_____	_____
License Plate #	_____	_____
Parking Space #	_____	_____
Start date of current lease	____/____/____	End date of current lease ____/____/____

### EMERGENCY CONTACT:

	Primary Contact	Secondary Contact
Full Name	_____	_____
Relationship	_____	_____
Main Ph#	( ) _____	( ) _____
Alt Ph#	( ) _____	( ) _____
Do they have a		
Key for your unit	YES NO	YES NO

FAX THIS FORM TO (708) 452-4122, OR MAIL IT TO:

**CORTLAND PROPERTIES, INC.**  
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**ELMWOOD PARK, IL 60707**