

Please complete both pages of this form prior to moving in



**Riverside Square Queen Resident Information Form - 665 Queen Street East**

It is the owner's responsibility to provide the management office all owner/tenant information prior to the elevator being placed on service for the initial move-in. A copy of the completed rental agreement if the suite is rented is also required.

<b>Suite #:</b>	<b>Date of change:</b>	<input type="checkbox"/> On-site Owner <input type="checkbox"/> Off-site Owner
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**Registered Owner Information:**

Owner Name (or Corporation, if company owned):	Phone:
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Email:

Owner Name:	Phone:
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Email:

Registered Owner's Offsite Address of Service:

**Tenant Information:**

Owners must submit Tenancy Forms and Copy of Rental Lease Agreement prior to the tenant booking the elevator.

Resident Name:	Phone:
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Email:

Resident Name:	Phone:
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Email:

**Vehicle Information**

Parking Spot	Year	Make	Model	Colour	License Plate

(Continued)

Pet Information:				
Type (dog, cat)	Breed	Colour	Weight	Name
Do you require assistance in an emergency situation?				
<input type="checkbox"/> yes <input type="checkbox"/> no		If yes, please specify type of disability or assistance required:		
Emergency Contact Information				
Name:	Phone:		Email:	

**Please notify the property manager in writing when any of the above information changes. Keep us informed so that we can keep you informed.**

Primary resident owner(s) signature:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date