



Information and Property Release Form

This form is being required by Management to serve as protection for you, the Homeowner, the Association and the Management Company.

Date: _____

Association Name: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone: _____ Email: _____

Property Address: _____

Tenant Name or Representative: _____

Property Address/Company Address: _____

Telephone Number: _____ Email: _____

I, _____, am the owner of record for the property located at _____. FirstService Residential has my permission to release the following item(s) to my Tenant/Agent, _____, for this property until (date) _____ when the lease expires for this Tenant.

Owner's initials here will give full access to all items listed below _____

- _____ Website Access Information
- _____ Community Keys
- _____ Assessment Account Information
- _____ Parking Passes
- _____ Visitor Tags
- _____ Billing/Mailing Address Changes*

**Disclaimer – Authorizing others, including individuals or business entities, to change billing/ mailing addresses may result in a billing/ mailing address change without owner notification. When a billing/ mailing address change is initialed, all correspondence, including violations, agendas, election materials (ballots), etc., will be mailed to the new address provided. It is the responsibility of the recipient to provide all correspondence to the owner of the property.*

The above fields must be initialed by the homeowner or the information/property will not be released to the tenant. The form must be signed by the homeowner and witness prior to release of information and/or property listed above.

Homeowner's Printed Name

Witness' Printed Name

Homeowner's Signature/Date

Witness' Signature/Date