

LAKEPOINTE TOWERS RULES AND REGULATIONS –2021

PLEASE READ

This packet of information is an overview of the LPT rules and answers many of the questions you may have about the public and private areas of our complex. Please have everyone who lives in your unit read and follow these rules.

The items in this packet are as follows:

Cover Page
Welcome
Overview

Rules and Regulations

Public area
Private area
Attachment #1 - Rules for construction & alterations
Attachment #2 - Rules for moving in/out of the complex
Attachment #3 - Rules for the pool and spa
Attachment #4 - Rules for the exercise room
Fire Marshall Rules

Information Page

Attn: New owners: After reviewing the complete packet, **please fill out the Information Page, sign and return to the Board** (the mail slot in the Library/Social Room). If we do not receive the information requested within a week (7 days), you will be contacted. If you have any questions, written questions can be put in the mail slot in the Library/Social Room.

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LAKEPOINTE TOWERS ASSOCIATION RULES AND REGULATIONS

Welcome to Lakepointe Towers

Lakepointe Towers (LPT) is a 108-Unit, seven-story condominium adjacent to the St. Clair Shores Golf Club, at 3000 Country Club Drive, off Masonic Blvd, between Harper Avenue and Little Mack Avenue. It is not affiliated with the golf club or any other entity.

The facility, built in 1987, employs an onsite building manager, a maintenance/housekeeping staffer (for common areas only), and is governed by a five-person board of co-owner directors elected by co-owners.

The board and building manager enforce the bylaws and a set of rules that were developed by the board and approved by co-owners to ensure the safety, health and well being of all residents, as well as to maintain the long-term value of the building and its 1, 2 and 3 bedroom units. The rules and bylaws are dictated by common sense, fairness, decency and consideration of other co-owners.

The LPT campus is entirely smoke free – inside and outside of the building and up to the property line. No resident, guest or visiting contractor is welcome to smoke on our campus. The non-smoking rule was agreed on and adopted by a vote, and is strictly enforced.

The bylaws and rules combine to help ensure that residents enjoy a safe, quiet and friendly atmosphere. Each resident lives independently. The LPT staff and board are not responsible for the upkeep of individual condominium units, residents' health, transportation, or social lives, although many choose to participate in activities arranged by a Social Committee of residents, or may take advantage of the facility's Exercise Room, outdoor pool, tennis/basketball/paddle ball court and library/social room.

Residents may keep pets, but there are limitations based on size, type, number, and deportment. (See specific rules).

Please read and follow the Rules we live by at Lakepointe Towers. For those who are not familiar with condominium life, keep in mind that LPT is a community where mutual respect is expected and our rules are enforced for the benefit of all residents, and not necessarily for the convenience of the individual.

Remember the Golden Rule

“Do unto others as you would have them do unto you.”

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Building Basics

Our current Building Manager is Mike Schall, ph#586-773-0472. Mike's work hours are Monday thru Friday 10:00AM to 6:00PM and Saturday 10:00 AM to 12:00 Noon. Unless there is an emergency, please respect these hours.

Housekeeping service for common areas is provided by McCoy Maintenance ph#586-777-9022.

The Lobby, hallways, or any other public areas in the building, are extensions of your home, take pride in them, and help keep them clean and welcoming.

Mail Across from the mailboxes, below the shelf, is a trash container for your junk mail. An orange key which will open the lockers, will be left inside your mailbox for oversize mail. If you are going on a short trip, leave a note in your mailbox along with a bag to hold the mail you receive while you are gone. If you go away for the winter, it is your responsibility to transfer your mail. In the Lobby you will see an electric candle. When it is lit, the mail has arrived. Packages from other delivery services may be at the rear door, the front vestibule, by the mailboxes, or at your door.

Door Intercom -There is a call board in both the front outer lobby and at the rear door, which will help visitors and repair people find you. All Delivery and Repair people and their trucks must use the Rear Entrance. Please do not buzz someone in without verifying their identity.

Maintenance Need - If you notice a maintenance need, or lights out on your floor, either on the walls or the exit signs over doorways, fill out a request form. These forms can be found in the container over the outgoing mail slot in the Lobby. Place the form back into the same container

Generator - The generator (located in the Plaza Garage) will operate to keep the halls and stairways lit in case the electricity fails. It is tested every Wednesday and will run for approximately 15 minutes during the late morning

Car Wash - A hose for washing your car is located outside of the Plaza Garage door #3. This is seasonal, approx. May-October. An electrical plug is available for your vacuum.

Website - LPT's website can be accessed at www.lakepointetower.com

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Common Areas

Animals - No animals shall be kept without the written consent (pet application) of the Board of Directors, which consent, if given, will be revocable at any time for failure of the owner to observe the provisions of the Rules and Regulations. One (1) dog, weighing no more than 20 pounds, will be permitted in each unit, and no more than two (2) cats. The pet must have such care and restraint as not to be obnoxious, due to noise, odor or other unsanitary conditions. No savage or dangerous animals will be permitted. No animal will be permitted to run loose on the common areas, all animals will be leashed and tended by a responsible person. When taking your pet out, owners must leave by the rear door and be responsible for cleaning up after your pet. Waste, including kitty litter, must be wrapped and put in the outside dumpster to the left side of the rear door.

Visiting Animals- All visiting animals must be of same size and follow the same rules as co-owners. All co-owners that have visiting animals must have a signed pet application on file with the board of directors per our insurance company. This applies to all visiting animals, even for an hour, once or twice a year.

Bikes - Must be stored in your storage cage or locked in the bike rack in a garage area, not in any common area. **Your name and unit number must be clearly marked on your bike.** Unmarked bikes will be removed.

Bulletin Boards – The bulletin board across from the mailboxes will display a condo calendar and announcements/information about upcoming events, such as meetings, parties, luncheons, and outings. This bulletin board and the boards in the elevators are for **Board use only**. If you have information or an event that you want posted, you must first have the approval of the Board. A board member or the building manager will then post the item.

A bulletin board in the hallway by the Maintenance office is available for Contractors to post their business cards.

Bulletin boards in the Library will display recent LPT financial information, Fire Marshal rules, Garage Door remote codes and various other notices. Owners may post notices for 60 days on the bulletin board in the Library/Social Room on a 3x5 card.

Carts - For your convenience, shopping carts are provided in each garage and also inside the back door and are labeled as to where they belong. When you have used a cart, return it to the area that is marked on the cart. Please return carts ASAP for use by another owner. Carts may not be left in front of your unit, or in the elevators for someone else to return, nor should they be put in the Lobby or in the hallway leading to the garage. If this is an inconvenience, you may want to buy a personal cart which can be stored by your car and, if brought to your unit, must be stored inside your unit and not in the hallway.

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Doors - Interior doors, going from the Lobby to the garage area, must be closed after entering or leaving the building. Open doors cause changes in the temperature (whether summer or winter) which costs co-owners additional money for heat or air-conditioning. Exterior doors, at the front and rear of the building, if left open, create a security risk .It is important that you make sure the exterior doors are secured when either entering

Elevators - **IN CASE OF FIRE, DO NOT USE THE ELEVATORS.** No smoking is allowed in elevators. Do not prop the doors open. See Attachment #1 Contractor Rules

Exercise Room - See Attachment #4

Fines - Fines for violations of any provisions of condo documents, including duly adopted rules, are listed in Article XX of the Bylaws. The amounts are:

- a. First violation - No fine (warning letter)
- b. Second violation - \$25. 00 fine
- c. Third violation - \$50.00 fine
- d. Fourth and subsequent violations - \$100.00 fine (If the board deems a violation requires legal action, the violator will be responsible for legal fees)

Details about fines and appeals can be found in the Bylaws. Any owner in arrears in the payment of any Association Fees may not use the Library/Social Room, Exercise Room, Pool, or Courts.

Fire Exits - Learn where fire exits are located. Do not block or obstruct any fire exit.

Footwear - Shoes, boots, slippers, flip flops, or other traditional footwear must be worn in all common areas. The only exception is inside the fenced pool area.

Parking - Each unit is provided with one or more numbered garage parking spaces, as indicated on the owner's deed. Parking, including covered carports, is also provided outside for owners' additional cars and for guests. Please leave the immediate spaces in front of the main entrance for guests. The speed limit in the garage should not exceed 5mph. It is highly recommended that you lock your car.

Hallways - Halls are public areas, no personal items are to be placed on the floors in front of your condo. The front door, which belongs to the unit, may be used only to display appropriate decorations. No items belonging to any unit are to be left in the halls or are the halls to be used for anything other than walkways. If giving anything to another owner, place in a bag and hang on doorknob. The only exception is when moving in/out or remodeling. Approval by the Building Manager in advance is required.

Keys - If you want an extra key to your unit placed in a locked area in the Library, contact the Building Manager. Keys are kept in a locked box accessible only by the building manager or a board member. It is highly recommended that you place a key in

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the box. It will save you money should there be a leak, etc and your door must be forcibly unlocked. Locksmith charges will be the responsibility of the Owner.

Large Deliveries – Contact the Building Manager by phone, text or email or call McCoy Maintenance (our janitorial service) at 586-777-9022 to arrange for elevator use, they will leave a message with our in-house help. All deliveries are to be made at the back door. Please make sure that delivery trucks park on the driveway not on the paver stone walkway. When delivery is complete, it is your responsibility to be sure rear doors are locked and nothing has been placed inside or next to our dumpsters. **It is your responsibility to see that all materials (extra carpeting, large cardboard boxes, etc) are taken by the delivery person. If ordering new appliances, make sure company takes old appliances away.**

Library/Social Room - The 3rd floor Library/Social Room is for owners use. Books can be borrowed and returned to basket provided for this purpose. Jigsaw puzzles, games, and folding chairs (all located in the storage room directly across from the Library) may be borrowed and returned. The mail slot to receive maintenance checks, or repair requests is located here, as are EFT forms, Pet Applications, etc. When leaving this area, make sure the TV, fan and lights are turned off, and the door is closed.

Moving - See Attachment #2

Pool - See Attachment #3

Smoking – LPT is totally smoke-free. Smoking is not permitted anywhere in the building, including individual units, or balconies, or anywhere on the grounds of Lakepointe Towers, including parking lots and garages.

Storage Rooms - Each unit has an assigned cage in the building. No flammable, explosive, chemical or any other substances having explosive capacity are permitted. Personal items cannot extend above the top of the cage. (Fire Marshall Rules). Personal storage is not allowed outside of your cage. Make sure your cage is locked, lights are turned off and the door is securely closed when you leave the area.

Telephone Terminals - The terminals of all telephones in the building are located in the "Electric Room" off the Lobby. Your common key will open that door for a repair person. You unlock the door to allow the repairperson entry, you do not give the key to them. You need not stay with the repair person. After they are finished, all they need to do is close the door and it will lock. It is a good idea to check later to be sure this door is locked.

Television Terminal - Check the front cover of your LPT Roster for the location of your TV terminal. You will need to unlock the door if your terminal is in a locked area and you must stay with the person until the job is completed.

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Recreation equipment - No bike riding, skateboarding, roller blading/skating, scooters or any other such equipment is allowed in any common area. The obvious exception is riding a bike from the garage to the street.

Sports Courts – Tennis, paddle ball, basketball etc. Hours are from 8:00 AM until dark.

Track - The track, outside of the fenced pool area, is for walking or running. Skates, bicycles, motorized toys or other equipment are not permitted.

Trash Room – Located next to elevator on Floors 2-7 and in Electrical Room on Floor 1

Recyclables– Each trash room has at least 2 large recycle bins. Please follow the recycling instructions posted on the wall above the bins. Only small cardboard boxes are allowed, no bigger than a shoebox, and all boxes need to be flattened. Large boxes must be flattened and placed in the outside red dumpster in the rear of the building. ***Plastic bags (ie: grocery or shopping) are not recyclable.*** DO NOT save your recyclables in a plastic bag and drop in the bin. The plastic bags contaminate the bin and our entire pickup will NOT be recycled. When the bins are outside for pickup please keep your recycling in your unit until the bins are returned the following day. A metal container is in each room for batteries. Large fluorescent bulbs can be brought to the maintenance room.

Trash Chute - **Only items inside of a securely tied 13-gallon trash bag (tall kitchen garbage bag) can go down the chute.** No other plastic bags (ie; Kroger, Meijer, Kohl's) can be used. No heavy or glass items should be dropped down the chute. Heavy items, glass items, or non-conforming bags can be put into the red dumpster in the rear of the building. **All kitty litter must go in the outside red dumpster.** Please use common sense when putting items down the trash chute. This is a great convenience for our building. Misuse of the trash chute could result in the potential addition of fines.

Individual Units

ALTERATIONS OR CONSTRUCTION - Unit owners are specifically cautioned that their right to make any additions, changes, alterations or decorations to the exterior of any portion of the Condominium is subject to the provisions of the Condominium Documents. Simply meaning, before doing anything outside of your unit, check with the Building Manager. Please note that any construction work is to be done between 8 AM and 6 PM. Work is not permitted on Sundays. For complete list of Construction and Alterations Rules, see Attachment #1

BALCONY/PATIOS - No unsightly conditions shall be maintained upon any balcony or patio. Only furniture and equipment consistent with ordinary balcony use will be

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permitted. Rugs may not be shaken from balconies or windows. No rugs, towels, bathing suits, or garments of any kind, bedding or other items may be hung from balconies or windows. Balcony tiling or carpeting shall not extend over or down the edge of the balcony. Any blinds being added to the front of the balcony must have prior approval by the Board. Owners are responsible for the upkeep of their balconies/patios. The ceilings must be painted white and the walls and doors must be paint that matches the existing color. The exact custom color formula can be found on the bulletin board by the maintenance office. Any questions, contact the building manager or a board member. Holiday decorations are permitted during the month of December on balconies/patios however; they must be removed by January 15th. Live Christmas trees are not permitted in units or on balconies by order of the Fire Marshall.

BARBECUE GRILLS - By order of the St. Clair Shores Fire Marshall, no gas or charcoal grills are allowed on balconies or on patios. One-pound propane or electric grills are allowed. See SCS Fire Department posting on the board in the Library.

INTERCOM USAGE When buzzer rings press TALK to ask who it is. Press LISTEN to hear reply. Make sure you know who is at the front or back door before releasing the lock. If you know who is at the door, press DOOR to allow entry. Do not loosen your panel or permit a painter or decorator to do so. To disturb either could breach the building security causing the exterior doors to remain open. In case of a malfunction in the system, as a result of improper use or tampering, the unit owner will be responsible for all materials and labor costs to restore the system to proper working order.

DISPOSAL Of LARGE ITEMS - Contact the Building Manager or our Maintenance person.

DISH TV UNITS - Since the balconies are limited common areas, you can install a dish on your balcony, within certain guidelines which are established by law and not by the condo association. The size of the dish cannot exceed one meter. The dish must be within the limited common area, which means that any part of the dish or receiver cannot be on the balcony rail or outside of the rail. Also, the dish cannot be installed in any general common area. Whenever possible the dish should be installed in good taste to conform to your balcony and not interfere with your neighbors. The installation should not make use of any wiring installed by Comcast. It is requested that you talk with the Building Manager before installing a dish.

DRAPERY - Window treatments, drapery or blinds must be lined with white for a uniform look from the outside.

MAINTENANCE FEES - Fees, along with any fines must be paid in full by the first of each month. A late fee of \$25.00 will be charged after the 10th day of the month. Checks may be put in the locked door mail slot in the Library. An automatic deduction from you bank is highly encouraged. Contact the Building Manager to set up automatic deduction. The forms for EFT are in the Library. If fines have been assessed, then the amount of the fine will be paid first out of any money deposited.

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MOVING - See Attachment #2

NOISE - All residents must exercise care to minimize noise. **The Units are not sound proof.** Musical instruments, stereos, televisions, amplifiers, etc., must be played in a manner so as not to disturb your neighbors. When doing personal repairs or hobbies, be considerate of your neighbors; 9:00 PM should be the latest to work.

STORAGE - The personal property of all unit owners shall be stored in the storage closets (at the end of the balcony) or in the assigned Cage. Contents of your cage cannot extend above the top of the cage. No explosive materials, chemicals, or any other substance having explosive capacity is allowed Storage is not permitted in any other area. Garages, carports and the compactor room are not for owner storage..

VACATION - It is a good idea to notify the Building Manager when you leave for any length of time. Be sure there is a key for entry into your condo in the locked key box and leave a phone number at which you can be reached. This information can also be left with a neighbor. If no provision is made for access into your unit or storage area and an emergency occurs, damage to your unit or storage area as a result of forced entry, will be your responsibility and at your expense. Please shut off the main water valve in your unit before leaving for two or more days. It is advisable to turn off your water heater. (Switch is in the circuit breaker)

ATTACHMENT #1 - RULES FOR CONSTRUCTION & ALTERATIONS

BEFORE STARTING ANY CONSTRUCTION, IT IS RECOMMENDED THAT YOU TALK TO THE BUILDING MANAGER

COMMON AREAS - No alteration of the common area elements will be permitted without the express written approval of the Board of Directors.

DAMAGE - Any damage to the hallways, furniture, heaters or other property of the Association including elevators, lobbies, floors, carpeting or any other common area shall be repaired to the original condition, or replaced, at the responsible owners expense.

INTERCOM PLATES - Owners are not to remove intercom plates from their walls without first checking with and obtaining written approval from the Board of Directors. The intercom units are extremely sensitive and are easily rendered inoperative. The entire system will go out of service if any unit is improperly serviced or moved. In the event of malfunction of the system, as a result of improper use or tampering, the offending unit owner will be responsible for all material and labor costs to restore the system to proper working order.

WORK SCHEDULES - Owners must instruct all service personnel that work will not be permitted in Units prior to 8:00 AM and must not go beyond 6:00 PM., Monday through Saturday. NO CONSTRUCTION WORK WILL BE PERMITTED ON SUNDAY. Owners are to govern **PERSONAL** construction efforts by the same rules, in consideration for their neighbors.

Contractor RULES – It is the responsibility of the owner to ensure that their contract personnel keep all Security and Fire doors closed and that they are not **propped open**, this also includes the elevator doors. (You are responsible for contacting the maintenance man in our building or McCoy Maintenance at 586-777-9022 or Mike Schall at 586-773-0472, to insure that the large elevator will be prepared for your use, and you will be given a key will be used to keep the doors open.) All workmen or Contractors with personnel working anywhere within the Condominium, must submit to the Board of Directors proof of Workers Compensation and Liability Insurance coverage prior to commencing work. It is the Owner's responsibility to ensure all contractors have Worker's Compensation and Insurance.

ATTACHMENT #2 MOVING IN/OUT

Please schedule the date and time of your move in/out with the Building Manager or McCoy Maintenance to ensure that the freight elevator is available and can be reserved for your use. Protective pads will be placed in the elevator. A key will be given to you to keep the elevator doors open. Elevator doors are not to be propped open.

Moving must take place Monday-Saturday, **unless** other arrangements are made with the Building Manager.

Access to the freight elevator must be from the rear door of the building. Be sure to give your moving company the proper directions to our building **and to the rear door.**

It is your responsibility to meet your mover when they arrive at the building. The mover should know your address and have a phone number where you can be reached. Do not give your keys to the moving personnel. Do not block back door as other co-owners will be entering and leaving by this door. There is a ramp, and the moving truck should park at the bottom of it. Access to the bricked walkway must not be blocked, nor parked upon.

It is your responsibility to arrange with the movers to remove any wrapping or boxes when they leave. Our dumpster cannot handle such items. If the Association incurs additional charges because of overfilling, you will be charged.

After the move, you may, and probably will, have boxes and some moving materials. You must cut these boxes and materials into flat pieces that can be placed in the exterior red dumpster located to the left out of the rear door.

If you have items to go to your storage unit, you must accompany the mover to unlock your storage room and to ensure the room is locked when they leave.

When your move in is complete, you must accompany the mover to be sure that both rear doors are closed and locked and that no moving materials are left outside the building.

If you have service people, repair personnel or painters coming to your unit, you must advise them to enter the building by the rear door. There is a call board at the rear door and you should be sure that these people know your address to ring your unit, as your name may not be on the board until after move. **YOU ARE ALWAYS RESPONSIBLE FOR THESE WORKERS WHEN THEY ARE IN THE BUILDING.**

You are responsible for any damage to common areas (elevators, halls, etc.), therefore it is recommended that you be sure that any moving company or workers you engage have adequate insurance. This also applies to repair personnel.

Hookup controls for Comcast are in the storage room on your floor. Your common area key lets you in the storage room. 1st floor controls are in the Electrical/Telephone room, which is on the first floor around the corner from the mailboxes, this is also where the Telephone Controls are. 2nd floor controls are in the exercise room. 3rd floor controls are in the library.

It is your responsibility to make sure your movers, and repair people are aware of our rules and regulations.

ATTACHMENT #3 - RULES FOR THE POOL & SPA

All persons using the pool and spa do so at their own risk and assume sole responsibility for any accident or injury sustained. Co-owners are financially responsible for damages to the pool, spa, or equipment inflicted by themselves or their guests. Failure to comply with the following rules could result in the loss of pool and spa privileges.

HOURS - The hours are 6 AM to 10 PM

CHILDREN AND GUESTS - The pool and spa is for the use of Residents and their guests only. Limit of four (4) guests per unit in the pool or spa. **Resident must accompany guests (adults and children) at the pool and spa at all times.** Children in diapers (including swim diapers) are not permitted in the pool. Children under 18 years of age must be with an adult at all times. Children under 15 years of age are not permitted in the spa at any time.

CLOTHING - Bathing suits must be worn in both the pool and spa. No cutoffs, shorts, etc. are permitted in the pool or spa. You must wear a cover-up and footwear to and from the pool and spa areas, and dry off before leaving pool or spa area.

FURNITURE - Return furniture to original position when leaving the pool area.

MUSIC - Battery powered radios, CD players, etc. may be used with earphones.

PETS - No pets are allowed anywhere on the pool deck.

PLAYING - Running, rough play, loud noise, diving or jumping into the pool is not permitted.

REFRESHMENTS - No glass containers are allowed inside of fenced pool and spa area. Beverages must be in unbreakable containers. Absolutely no drink or food is allowed in or at the edges of the pool or spa..

SHOWERS - Showers are to be taken before using the pool or spa.

SMOKING - SMOKING IS PROHIBITED.

SPA - Make sure the spa timer is turned off when leaving the area.

SUNSCREEN - Suntan lotion or sunscreen may be used. No suntan oil is to be used as it clogs the filters. Anyone with a skin infection of any kind, or wearing a bandage, may not use either the pool or spa.

TOWELS – Please use a beach towel on the chaise lounges or chairs to protect our pool furniture from the grease of suntan lotions of any kind.

TOYS FOR THE POOL - No beach balls, rafts, rubber boats, inner-tubes, scuba, or snorkel equipment may be used in the pool. Noodles and Masks/goggles are allowed. Small children are permitted to use small floatation devices, when supervised by an adult.

UMBRELLAS - Must be closed when you leave the pool area. Do not use the umbrellas on windy days.

WEATHER - For their safety, all residents and guests must leave the pool area during a storm of any kind.

Please check the pool and spa area when leaving to make sure you take your belongings.

The pool is normally open on or before Memorial Day in the spring and closed on or after Labor Day in the late summer. It may be closed temporarily for various health or safety reasons. Residents and guests are prohibited from using the pool when it has been closed by the directors, the building manager or any municipal health official. Violators will be fined as set forth in the association bylaws.

ATTACHMENT #4 - RULES FOR THE EXERCISE ROOM

The Exercise Room is for owners only. If owner has a guest, the owner must accompany guest to the facility or notify a Board Member or the Building Manager. Use at your own risk, the room is not staffed.

No one under 18 years of age may use the Exercise Room.

When using the incline function on the treadmills, return the incline to zero before turning off the treadmill.

Wipe down machines and weights after each use.

Re-rack weights after each use.

The phone is for emergency 911 calls only.

Only unbreakable water bottles are permitted. No food is allowed.

Please turn off TV, lights and make sure doors are closed and locked when leaving.

LAKEPOINTE TOWERS OWNER INFORMATION PAGE

Name(s) on Deed _____

Address _____ Unit # _____

Phone _____ Cell Phone _____ Work Phone _____

VEHICLES:

1. Make/Model _____ License # _____ Parking# _____

2. Make/Model _____ License # _____ Parking# _____

PERSON(S) TO CALL IN AN EMERGENCY

Name _____ Ph _____ Relationship _____

Name _____ Ph _____ Relationship _____

Do we have a key to your unit in our lock box? _____

If not, who has access to your unit? _____

TO RECEIVE INFORMATION WHILE AWAY FROM YOUR UNIT

Address _____

City/State/Zip _____

Phone# _____

E-mail Address _____

PET INFORMATION

Type of Pet(s) _____ Size _____

Type of Pet(s) _____ Size _____

By your signature, you are stating that you have read and understand all Rules and Regulations in the packet and agree to abide by them.

Owner Signature _____ Owner Signature _____

Date _____