



Owner & Tenant Information

Date: _____

Owner Information

Owner Name: _____

Owner Name: _____
Last First

Surfcrest Address: _____

If owner does not live in Surfcrest Unit complete the offsite Address line:

Home Phone: _____ Cell Phone: _____
Is Text Ok for Emergency? Circle Yes or No

Email _____

Offsite Address: _____

: _____
City State ZIP Code

Emergency Contact: **Name:** _____ **Phone:** _____

Number of Occupants: _____ Number of Pets: _____

Tenant Information (Applicable to Short Term or Long Term)

Last Name Frist Name Phone Number

Tenant Name(s): _____

Tenant Term: **Please circle: Monthly (1 – 3 Months) or Short Term (4 to 11 months) or Long Term (greater than 11 months), pls specify Start/ Estimated End Dates** _____

Home/Cell Phone: _____ / _____
Is Text Ok for Emergency? Circle Yes or No

Email _____

Number of Occupants: _____ Number of Pets: _____

Please Remember to Provide GWPM Updated Tenant Names if they Change. Thank you!

Surfcrest Vehicle, Parking, and Pool Information

Pool Key # (is not #236): _____ Decal /Hang Number 00

Your preferred Front Gate Name for **le. Smith, John, Jane**
 Kiosk Look-Up List: _____ /Phone: _____

Make	Model	Color	License Plate #	Circle Decal Letter(s) Issued
				A or B or C
				A or B or C
				A or B or C
				A or B or C
				A or B or C

A copy of Vehicle Registration of each vehicle listed must accompany this form in order to be verified and accepted as a vehicle registered to a Surfcrest Address.

WRITE CLEARLY AND INCLUDE ALL CAR INFORMATION REQUESTED.

Note: It is the responsibility of the Surfcrest Homeowner to insure that your tenant(s) receive a copy of the Surfcrest Corporations Rules & Regulations, Policies & Procedures.

For any questions please contact Becky Seifert at GWPM.
Becky@GWPM.com or 714-220-5920

SURFCREST CORPORATION OWNER/ RESIDENT INFORMATION ANNUAL UPDATE 2016

Dear Homeowners:

In an effort to update Goldenwest Property Management (GWPM) Surfcrest Association contact of owners & tenant records, the Association is requesting you complete this form by 30 June 2016. The Form is also available on Surfcrest website under the “Forms” Tab. surfcresthoa.org

To avoid any disruption in parking or other privileges, Association requests updated tenant names, owner name(s), contact and vehicle information be provided to GWPM via email, fax, mail, or front gate guard if stationed.

Purpose of the Form:

- ❖ Annually Update Goldenwest Property Management (GWPM) owner and tenant information**
- ❖ Security, Safety, Parking, & Emergencies**
- ❖ Front Gate Guard List & Kiosk**
- ❖ Visitor Hang Tag and Decal**
- ❖ Pool Key Number (if key is found this will help return key to owner)**
- ❖ Number of Pet(s) residing at the unit on short term or long term basis**

Please return completed form to the guard at the front gate (if available), or via:

Email, Becky@gwpm.com, Subject: Surfcrest Form or

Fax the form to Golden West Property Management at 714-220-9327 or Mail it back to:

**Golden West Property Management
6101 Ball Road, Suite #301
Cypress, CA. 90630
Attention: Kim Marie Bryant**