



Request for Information

In order to ensure the accuracy of our office files, please fill out this form, and return it to the Front Desk. If you have any questions, you may contact the Property Manager at the on-site management office at 612-605-0842. Thank you for your assistance.

UNIT INFORMATION

Unit Number _____ or Street Address: _____

RESIDENT INFORMATION

Homeowner Renter* Resident Other _____

RESIDENT ONE

RESIDENT TWO

Name: Mr/Ms/Mrs _____

Name: Mr/Ms/Mrs _____

Cell phone: _____

Cell phone: _____

Home phone: _____

Home phone: _____

Work phone: _____

Work phone: _____

E-mail: _____

E-mail: _____

VEHICLE INFORMATION

Color: _____

Color: _____

Make/Model: _____

Make/Model: _____

License Plate/State: _____

License Plate/State: _____

Parking Stall #: _____

Parking Stall #: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Phone: _____

PET INFORMATION

Dog / Cat	Description/Name:	Current Vaccinations?	Minneapolis License?
	_____	Y N	Y N
	_____	Y N	Y N

FOR RENTERS

Background Check Completed? _____

Copy of Lease & Grant Park Lease Addendum turned into management office? _____

New Resident Orientation Scheduled? _____ Move-In Scheduled? _____

OFFICE USE: _____ This information has been updated in the database by _____ on _____.

_____ This document was e-mailed to Gittleman accounting by _____ on _____.

_____ Label printed out and Mailman Notified by _____ on _____.