

ALAMEDA ISLES RESIDENT INFORMATION

(This is to be completed whether a year round resident or part time resident)

There are occasions when owners need to be contacted when away from your Alameda Isles home. We need addresses where you can be contacted in case of an emergency. Please complete the attached form and return it to the office as soon as possible.

OWNER NAME: _____ **LOT #:** _____
ADDRESS: _____ **DATE:** _____
E-MAIL ALAMEDA STREET ADDRESS: _____

Please complete the following information for the office:

1. **PERSON(S) TO NOTIFY IN CASE OF EMERGENCY (Other than Spouse or Caretaker)**
NAME: _____
ADDRESS: _____
HM PHONE #: _____ **FX #** _____
ALTERNATE NAME: _____
HM PHONE # _____ **WK PHONE #** _____

2. **IF YOU PLAN ON BEING AWAY FOR ANY PORTION OF THE YEAR FOR 30 DAYS OR MORE, PLEASE COMPLETE THE FOLLOWING:**
DATES YOU WILL BE AWAY FROM _____ **TO** _____
MAILING ADDRESS: _____
WHILE AWAY _____
PHONE NUMBER: _____

3. *** CARETAKER OF THE EXTERIOR (YARD MAINTENANCE) OF YOUR ALAMEDA ISLES HOME GROUNDS WHILE AWAY. YOU MUST HAVE A CARETAKER.**
CARETAKER'S NAME: _____
PHONE NUMBER: _____

The Caretaker is responsible for the yard maintenance of your home while the owner is away. The Caretaker must accept all Alameda Isles Office inquiries during the period that the owner is away and respond to any problems.

I AGREE TO THE ABOVE STATEMENT:

Caretaker's Signature

DATED: _____

If for some reason the Caretaker cannot be contacted by the Manager a collect call will be made to the owner to resolve the problem. If the attempt to contact is unsuccessful, a registered letter will be sent to the owner. In that letter a date will be set to resolve the problem. The manager will then assign a new Caretaker at a cost of \$35 / hr. / employee with a minimum of \$200. The owner will be billed for the work.

4. **CARETAKER OF THE INTERIOR OF YOUR ALAMEDA ISLES HOME:**
NAME: _____
(IF SAME AS EXTERIOR CARETAKER, WRITE "SAME")
PHONE NUMBER: _____