

**ADMIRALTY POINT CONDOMINIUM**  
OWNER INFORMATION SHEET

NAME \_\_\_\_\_ UNIT# \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

OUT OF FLORIDA ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**PERSON OTHER THAN YOURSELF TO BE CONTACTED IN AN EMERGENCY.**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

UNOCCUPIED APARTMENTS ARE INSPECTED **EVERY 2 WEEKS** BY AN ADMIRALTY POINT EMPLOYEE: AUTHORIZATION TO CHECK UNIT: YES \_\_\_\_\_ NO \_\_\_\_\_

**\*NOTE:** UNIT WILL BE CHECKED AFTER OWNER LEAVES AND IF WATER & WATER TANK ARE NOT TURNED OFF, THEY **WILL BE TURNED OFF** FOR BUILDING SAFETY.

**AUTHORIZED PERSONNEL TO CHECK, CLEAN, PERFORM MAINTENANCE ON YOUR UNIT, CAR, BOAT IN YOUR ABSENCE:**

CHECK UNIT _____	PHONE _____
CLEANER _____	PHONE _____
CHECK CAR _____	PHONE _____
CHECK BOAT _____	PHONE _____
OTHER _____	PHONE _____

**AUTHORIZED GUESTS IN YOUR ABSENCE** \_\_\_\_\_

**A KEY MUST BE LEFT AT THE GATEHOUSE** FOR YOUR UNIT AND ANY CAR OR BOAT LEFT AT ADMIRALTY (TO BE USED IN THE EVENT OF AN EMERGENCY).

CAR LEFT ON PROPERTY: MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SPACE# \_\_\_\_\_

BOAT LEFT ON PROPERTY: MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SLIP # \_\_\_\_\_

IF YOU HAVE ALREADY **AUTHORIZED CONTRACTORS** OR OTHER PERSONNEL TO DO WORK IN YOUR UNIT IN YOUR ABSENCE, PLEASE LIST THEM.

\_\_\_\_\_ PHONE \_\_\_\_\_  
\_\_\_\_\_ PHONE \_\_\_\_\_

ADMIRALTY POINT REQUIRES YEARLY MAINTENANCE ON YOU'RE A/C. WILL YOU BE PARTICIPATING IN OUR BULK RATE PROGRAM? YES \_\_\_\_\_ NO \_\_\_\_\_

IF NOT, NAME OF COMPANY SERVICING YOUR UNIT \_\_\_\_\_

A/C SETTINGS ARE AN OWNERS RESPONSIBILITY. IS YOU'RE A/C ON A TIMER? \_\_\_\_\_

**REMINDER:** SUMMER IS HURRICANE SEASON; ALL OBJECTS SHOULD BE REMOVED FROM OPEN BALCONIES. IF THE ASSOCIATION HAS TO REMOVE OBJECTS FROM YOUR BALCONY DUE TO STORM WARNINGS, THERE IS A \$50.00 CHARGE.

OWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

IF MORE SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM.

***PLEASE COMPLETE & RETURN THIS FORM PRIOR TO YOUR DEPARTURE***