wcsmith

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CONFIDENTIAL INFORMATION SHEET

William C. Smith & Co. cares about all owners and tenants and their property. We would like to reach you as soon as possible in case of an emergency. Please help us update our files (especially work phone numbers) by filling in the following questions. Mail or fax this form back to our office to the attention of **Anita Baker**, (Fax 202-371-9410). Thank you so much!

BUILDING NAME

UNIT# PARKING SPACE

OWNER NAME(S)

OWNER ADDRESS

OWNER E-MAIL ADDRESS

HOME PHONE # WORK PHONE # CELL PHONE #

Are you a non-resident owner? _____

TENANT NAME

HOME PHONE # WORK PHONE # CELL PHONE #

If you have hired a mgmt co. to rent your apt. and/or pay your fees, please list NAME, ADDRESS, PHONE:

Holds keys in case of emergency:

NAME PHONE