



Mortgagee Information & Emergency Contact Form – Year

Condominium associations are required to keep a record of each mortgage. Keeping records of all mortgages is not only legally required, but it also serves to simplify the process for amending the master deed and condominium bylaws. The bylaws shall provide that a co-owner who mortgages his or her unit shall notify the association of the name and address of the mortgagee, and that the association of co-owners shall maintain such information in a book entitled, "Mortgages of Units." In addition to being legally required, the mortgagee book of records will provide necessary information to contact mortgages if the condominium association amends the master deed or condominium bylaws. Accordingly, when requesting mortgagee information, it is legally required to keep information on mortgages and that a co-owner's failure to provide this information may result in a violation of the condominium bylaws.

Unit _____ Unit Owner Name: _____
Unit Owner Address: _____
Unit Owner Phone Number: _____
Unit Owner Email Address: _____
If other than Unit Owner, name of person living in unit: _____

Emergency Contact Information

The following information is requested by the Board of Directors for emergency purposes only. Please provide contact information for a neighbor, relative, or friend that would have access to your unit.

Emergency Contact Information: _____
Emergency Contact Phone Number: _____
Emergency Contact – Relation to Owner: _____

Mortgagee Information

Current Mortgagee Holder: _____
Mortgagee Address: _____
Mortgagee Phone Number: _____

If you do not have a mortgage ☐