

First Property Management

1046 Main Street, #11
Osterville, MA 02655

Telephone: 508-420-0299
Fax: 508-420-0789

Congratulations on your new home! *First Property Management* would like to welcome you to **Association** and make your transition to Association living as smooth as possible.

For your convenience, we have enclosed a packet of information. Please take a moment to fill out the enclosed information form and return it to the address above. The more current and updated the information that we have, the better we will be able to provide you with a level of service you will come to expect from *First Property Management*.

The key you are asked to provide to our office is for emergency purposes. Providing the duplicate key is at your discretion and we certainly understand if you are uncomfortable doing so. Most homeowners, however, do appreciate the management company having a copy.

It would benefit you to review the other enclosed documents which include:

Rules for your Condominium Association

The yearly budget

List of services provided by First Property Management

Information on Insurance

If you have any concerns, maintenance matters or questions, please don't hesitate to give us a call at 508-420-0299. You may reach Andy Witter, the President and owner of First Property Management, at extension 13. Anne, his administrative assistant, can be reached at extension 11 and Frank in accounting can be contacted at extension 10. Any maintenance issues you have may be addressed by dialing extension 12.

We look forward to working with you!

With best regards,

The Staff of First Property Management

Encs.

Please complete and return at your earliest convenience to *First Property Management*,
1046 Main Street, #11, Osterville, MA 02655 (please print legibly)

PROPERTY: _____

NAME: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

HOME TELEPHONE #: _____

WORK TELEPHONE #: _____

OTHER TELEPHONE #: _____

EMAIL ADDRESS: _____

SEASONAL ADDRESS: _____

CITY, STATE, ZIP CODE: _____

ALARM CODE: _____ **MONITORED: Y** ___ **N** ___

IN CASE OF EMERGENCY NOTIFY: _____

EMERGENCY CONTACT'S HOME PHONE #: _____

EMERGENCY CONTACT'S WORK PHONE #: _____

VEHICLE #1 MODEL _____ **REGISTRATION#** _____

VEHICLE #2 MODEL _____ **REGISTRATION#** _____

FIRST MORTGAGEE _____

ADDRESS _____ **PHONE** _____

LOAN NUMBER _____

In case of an emergency, it is required that First Property Management have access to your unit. If you have not already done so, please enclose a duplicate of your front door key when you return this form.

Thank you for your cooperation. As you settle into your new home, rest assured that we are at your service!

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Please sign and return this page to *First Property Management* at 1046 Main Street, #11, Osterville, MA 02655. Thank you!

I HAVE READ THE RULES AND REGULATIONS OF
THE ASSOCIATION AND AGREE TO ABIDE
BY THEM. ADDITIONALLY, I WILL ENSURE THAT OTHER
RESIDENTS OF THIS UNIT AND MY GUESTS WILL ALSO ABIDE BY
THESE SAME RULES AND REGULATIONS.

UNIT OWNER

PLEASE PRINT

UNIT NUMBER