



7120 Pav Way #103
Prescott Valley, Arizona 86314
www.ppprescott.com

Telephone: (928) 445-8750
Fax: (928) 445-5542
Email: info@ppmprescott.net

Dear New Owner,

Enclosed with your Management Contract is a form for our records. Please complete, sign and return to our office. This form includes information to help us keep our bookkeeping accurate and to help us to serve you in the best way possible.

- Line #1:* This should be the exact way you would like your checks made payable.
- Line #2:* Mailing address. If mailing address for correspondence differs from checks, please indicate here.
- Line #3:* Current telephone numbers. Please include home, office and fax numbers as well as your email address.
- Line #4:* Emergency contact information. In case of an emergency and we are unable to reach you, please provide emergency contact information.

Thank you for your cooperation in this matter. I am sure this will help our office be better able to service your efficiently. If you have any questions, please do not hesitate to give us a call.

Sincerely,
Diane Tenison
Diane Tenison



7120 Pav Way #103
Prescott Valley, Arizona 86314
www.ppprescott.com

Telephone: (928) 445-8750
Fax: (928) 445-5542
Email: info@ppmprescott.net

PLEASE TYPE OR PRINT

Property Address: _____

1. Checks are to be made payable to: _____

2. Address checks/correspondence to be mailed to: _____

3. Current telephone numbers are:
Home: _____ Work: _____
Fax: _____ Email address: _____

4. Emergency contact information: _____

Signature: _____ Date: _____