

# ANNUAL AUTUMN LAKES OWNER INFORMATION 2023

To keep the Association's records up to date the following information is needed by January 31<sup>st</sup> annually.

**Please Print Clearly**

**UNIT ADDRESS:** \_\_\_\_\_ **Maryland Heights, MO 63043**

**MAILING ADDRESS IF DIFFERENT:** \_\_\_\_\_

NON-RESIDENT OWNER  \_\_\_\_\_

**LEGAL OWNER 1:** \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**LEGAL OWNER 2:** \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Note: In order to keep costs down, the Association and the management company use email, and email blasts where possible, to notify and to communicate with owners. If you do not use email or require mailed copies of the newsletter, please check here.

**AUTUMN LAKES IS AN OWNER-OCCUPIED COMMUNITY. THERE ARE LEASING RESTRICTIONS. When leasing is allowed, the current lease is required to be on file and a MH occupancy permit is also required. (For further information, refer to the Indentures and Leasing Amendment.)**

DATE OF LEASE: \_\_\_\_\_ TO \_\_\_\_\_ If Parent/Child of owner, no end date required.

PARENT/CHILD OF OWNER  ROOM LEASED IN AN OWNER-OCCUPIED UNIT

OWNER PRIOR TO 2009, GRANDFATHERED IN. DATE OF OWNERSHIP: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLEASE LIST ALL ADDITIONAL LEGAL RESIDENTS (not listed as owners or tenants above).**

Include resident children who may be using the amenities under adult supervision.

	UNDER 18	18+
NAME _____	<input type="checkbox"/>	<input type="checkbox"/>
NAME _____	<input type="checkbox"/>	<input type="checkbox"/>
NAME _____	<input type="checkbox"/>	<input type="checkbox"/>

**IN CASE OF EMERGENCY (recommended but optional):**

NOTE: The Association/Management cannot keep unit keys and is not responsible for the unit if an emergency arises where access is required but the owner or designee cannot be reached.

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

PLEASE EMAIL, DROP OFF OR MAIL COMPLETED FORMS TO:

<b>Smith Management Group</b> 1630 Des Peres Rd, Ste 210 St. Louis, MO 63131 <a href="mailto:service@smithmgmt.com">service@smithmgmt.com</a>	<b>Shah Smith</b> 3134 Autumn Trace Drive <b>DO NOT LEAVE IN MAIL BOX</b> ShahSmithAutumnLakesTrustee@gmail.com
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