



MacKinnon Property Management



P.O. Box 851 Kennebunk, Maine 04043
Phone: 207-985-2776 Fax: 207-985-4785

Dear Property Owner:

In order to serve you better and keep our records up to date, please fill out the following information sheet and return to our office. Thank you in advance for your response! If you feel additional information is needed please use the back side.

Date: _____

Condominium Name: _____ **Unit #:** _____

Owner(s) of Unit: _____

**"Off Season" (September - May)
Mailing Address:**

**"Summer Season" (June - August)
Mailing Address:**

Phone / Contact Numbers:

Unit #	()	_____	Name:	_____
Home #	()	_____	Name:	_____
Cell #	()	_____	Name:	_____
Cell #	()	_____	Name:	_____
Work #	()	_____	Name:	_____
Work #	()	_____	Name:	_____
Fax #	()	_____	Name:	_____
E-mail:		_____	Name:	_____
Other:	()	_____	Name:	_____

Emergency Contacts (Who do you want contacted in case an emergency?):

1. Name:	_____	Phone # ()	_____
2. Name:	_____	Phone # ()	_____
Heating Co.:	_____	Phone # ()	_____
Electric Co.:	_____	Phone # ()	_____
Security Co.:	_____	Phone # ()	_____
Plumber:	_____	Phone # ()	_____

I, _____, authorize MacKinnon Property Management to access the property listed above for emergency purposes.

Signature: _____ Date: _____