

## Contact Information Update

*Please help us to help you!*

Complete the information on this form, and return to:  
The Highlander Group, Inc.  
1899 Orchard Lake Road, Suite 204  
Sylvan Lake, Michigan 48320

### UNIT INFORMATION

Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Other Phone(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

### TENANT INFORMATION

**Please fill out this information if you have a tenant who resides in your unit.**

Tenant Name: \_\_\_\_\_

Tenant Home Phone: \_\_\_\_\_ Tenant Work Phone: \_\_\_\_\_

Tenant Other Phone(s): \_\_\_\_\_

Tenant Email Address: \_\_\_\_\_

### ABSENTEE INFORMATION

**Fill out this information if you either rent out your unit, and reside elsewhere, OR if you are away from your unit for an extended period (i.e. you go to Florida during the winter).**

Absentee Address: \_\_\_\_\_

Absentee City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Absentee Home Phone: \_\_\_\_\_ Absentee Work Phone: \_\_\_\_\_

Absentee Other Phone(s): \_\_\_\_\_

Dates out of Town – From: \_\_\_\_\_ To: \_\_\_\_\_

### EMERGENCY INFORMATION CONTACT INFORMATION

**Please let us know who else has a key to your unit,  
if we need to gain access in an emergency.**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_