

## Owner/Tenant information Sheet

(If not already completed.)

**Pin Oak Office Condominium Owners Association, Inc.**  
 c/o Bayou Commercial Management LLC  
 P.O Box 90669  
 Houston, TX 77290  
 832-785-3459  
 info@pinoakocoa.com

\*\*\* (Please email, mail, or text image to the above information completed) \*\*\*

### Please Print Clearly

<b>Property Address:</b>		Unit #	Owner <input type="checkbox"/> Tenant <input type="checkbox"/>	
Full Name:				
Legal Entity/Responsible Party:				
<b>Billing Address:</b>				
Home Phone:		Business Phone:		
Fax:		Mobile Phone:		
E-Mail Address:				
<b>LEASE INFORMATION:</b>				
Business Name:				
Contact Person:				
Business Phone:		Fax:		
E-Mail Address:		Mobile Phone:		
<b>COMMERICAL VEHICLES KEPT ONSITE</b>				
<b>MAKE:</b>	<b>MODEL:</b>	<b>YEAR:</b>	<b>COLOR:</b>	<b>LICENSE TAG:</b>
<b>MORTGAGE</b>				
Name of Lien Holder:				
Address of Lien Holder:				
Loan Number:				
<b>EMERGENCY CONTACT</b>				
Full Name:		Relationship:		
Address:				
Business Phone:		Fax:		
E-Mail Address:		Mobile Phone:		

\*\*\*Section 82.114(e) of the Texas Uniform Condominium Act requires unit owners to provide the Association with the following information within 30 days of acquiring an interest in a unit.\*\*\*

\*\*\*Section 82.114(f): A unit owner shall notify the Association not later than the 30<sup>th</sup> day after the date the owner has notice of a change in any information required by Subsection (e), and shall provide the information on request by the Association from time to time.\*\*\*

\*\*\*This information will be kept confidential. The purpose of the request is to maintain proper records, identify the residents entitled to use the facilities, and have emergency contact information.\*\*\*

Office Use Only: Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_

Form: 001 Rev. 03/01/22