



Professional Property Management

Dominique V. Higa, Broker

For TNT Use Only:

File #: _____ Initials: _____

Date Received: _____

☐ Updated in Computer



Residential Properties

RESIDENT INFORMATION UPDATE

(Please Print)

In order to ensure our files are current, we would appreciate you taking a few moments to complete this form and either mail, email or fax it back to us. Please be as thorough as possible. ***If you provide an email address, this will become our primary means of contacting you.***

Leaseholder Name: _____

Property Address: _____

Mailing Address (If Different): _____

Current Occupants: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Which of the above numbers is your primary contact? ☐ Home ☐ Work ☐ Cell

Primary contact name if different from Leaseholder: _____

(This is the person we will contact with any questions regarding maintenance, etc.)

Email Address: _____

(Please make sure and add TNT as an approved sender so our emails do not get sent to your "Junk" mail.)

Do you have any Pets? ☐ Yes ☐ No Type: _____

In case of emergency, I give TNT permission to notify the following:

Name: _____ Relationship: _____ Phone #: _____

I understand that the above named emergency contact also has permission to remove my belongings in case of my incapacitation or inability to do so. _____ (Initials)

Resident Signature

Date

Resident Signature

Date

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