

**CHANGING YOUR ADDRESS**

It is important to keep your personal information up to date. Having the correct information in our records will ensure that the important correspondence we send to you arrives at the right destination.

If you have recently changed your personal contact information, kindly make note of the change for our records.

If you are not sure of the address we have on file for you, please call Emerald Management & Realty Ltd. at 403-237-8600 to verify.

Date: \_\_\_\_\_, \_\_\_\_\_ Building Name: \_\_\_\_\_  
Unit #: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City/Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Preferred Mailing Address:** \_\_\_\_\_  
City/Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Do you occupy your unit?  Yes  No

If NO, please fill in the name of the tenant that occupies your unit.

TENANT Name: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_  
E-mail: \_\_\_\_\_

How many people occupy your unit:  Adults  Children

In the event of an emergency, who should we contact?

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Vehicle Information**

Make/Model: \_\_\_\_\_(1) \_\_\_\_\_(2) \_\_\_\_\_(3)  
Colour: \_\_\_\_\_(1) \_\_\_\_\_(2) \_\_\_\_\_(3)  
License #: \_\_\_\_\_(1) \_\_\_\_\_(2) \_\_\_\_\_(3)

**Pet Information (if applicable)**

Type: \_\_\_\_\_(1) \_\_\_\_\_(2) \_\_\_\_\_(3)  
Colour: \_\_\_\_\_(1) \_\_\_\_\_(2) \_\_\_\_\_(3)

*The personal information provided on this form is protected under the Privacy Act.*