

# Tacoma PMC

1742 Pacific Ave Suite 406 - Tacoma, WA 98402

info@tacomapmc.com - 253.353.2002

Property Address: \_\_\_\_\_

Mgmt. Start Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Agent: \_\_\_\_\_

Group: \_\_\_\_\_

Please fill in the following items that apply to you or your property and return to Tacoma PMC at your earliest convenience.

New Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

New Home Phone #: (\_\_\_\_) \_\_\_\_\_ Husband Work Phone #: (\_\_\_\_) \_\_\_\_\_

Wifes Work Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Can They Make Decisions For You: Yes \_\_\_ No \_\_\_

Emergency Contact Phone #: (\_\_\_\_) \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Home Warranty Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Home Warranty Company Phone #: (\_\_\_\_) \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Alarm Keypad Code: \_\_\_\_\_ Password: \_\_\_\_\_

Pool / Spa Service: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Gardner: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Paint Brand: \_\_\_\_\_ Color Code: \_\_\_\_\_

HOA Name: \_\_\_\_\_ Acct. # \_\_\_\_\_

HOA Management Company: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

HOA Mgmt Co. Address: \_\_\_\_\_

Mail Box #: \_\_\_\_\_ Parking Space #: \_\_\_\_\_ Will Tenant Need Parking Sticker? Yes \_\_\_ No \_\_\_

Please check the following items you will be turning over to Tacoma PMC upon your moveout:

House Key: \_\_\_ Garage: Key \_\_\_ Remotes \_\_\_ Mail Box Key: \_\_\_ Pool/Common Key: \_\_\_ Padlock Key: \_\_\_