



Property Management Services
1340 Ben Sawyer Blvd. Suite G
Mt. Pleasant, SC 29464

Office: 843.881.5459; Fax: 843.881.5616

Owner Information & Change of Address Form

Property: _____

Unit/ Address: _____

Name: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Unit Phone: _____ Publish Info in Owner Directory: ___ Yes ___ No

Email: _____

Additional Email: _____

Rental Company/Contact (if applicable): _____

Tenant Name (if applicable): _____

Tenant Phone: _____ Additional Phone: _____

Tenant Email: _____

Code (if applicable): _____

Emergency Contact (in the event we can't get in touch with you): _____

Please fax the completed form or email to pmsoffice@charlestonpms.com or maggie@charlestonpms.com

Thank you for your immediate attention to this matter