



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

E-mail: \_\_\_\_\_

Additional E-mail: \_\_\_\_\_

Rental Company/Contact (if applicable): \_\_\_\_\_

Tenant Name (if applicable): \_\_\_\_\_

Tenant Phone: \_\_\_\_\_ Additional Phone: \_\_\_\_\_

Tenant E-mail: \_\_\_\_\_

Code (if applicable): \_\_\_\_\_

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

\_\_\_\_\_

#### Dock Information

Name of Boat: \_\_\_\_\_

Boat Size & Make: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Insurance Provider & Policy: \_\_\_\_\_

Tenant (if applicable): \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Tenant Email: \_\_\_\_\_

*Please fax the completed form or email to [Courtney@charlestonpms.com](mailto:Courtney@charlestonpms.com) or [Christine@Charlestonpms.com](mailto:Christine@Charlestonpms.com)  
Thank you for your immediate attention to this matter*