



## CLIENT INFORMATION FORM

Association name: Prairie Avenue Lofts Condominium Association

Unit number: (Please complete one worksheet for each unit you own): \_\_\_\_\_

Are you an owner or a renter: (Please circle one):      Owner      Renter

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

Contact Information for each occupant: Please provide both first and last names.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Work #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_ Home #: \_\_\_\_\_

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

Emergency Contact Information: Please provide the name of at least one trusted agent who has access to your home in case of an emergency:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Work #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_ Home #: \_\_\_\_\_

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

If you do not live at the association, what is your non-resident mailing address?

\_\_\_\_\_

Our Owner Services Department will ensure the information provided on this form is properly entered into your account. You may access your account via [www.phoenixrisinggroup.com](http://www.phoenixrisinggroup.com).

Please return this form via fax (312) 850-3258, email ([osd@phoenixrisinggroup.com](mailto:osd@phoenixrisinggroup.com)) or mail to:  
Phoenix Rising Management Group, LTD 946 West Randolph, Suite 200, Chicago, IL 60607

**For office use only:**

Yardi ID Number: \_\_\_\_\_

Entered in Yardi: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered in PRISM: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Owner provided PRISM code and password: Mailed by: \_\_\_\_\_ Date: \_\_\_\_\_

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