

Columbia Place Owners Association

C/o Action Property Management. • 1133 Columbia St, Suite 106 • San Diego, CA 92101
(800) 400-2284 • Fax (949) 450-0303 • mplascencia@actionlife.com

Owners & Tenants Occupancy Information (OTOI) Form

Date Submitted _____

Date Received _____

Please provide (Print/Type) the required information below (i) to update existing owner/tenant data and (ii) whenever there is a change of unit owner(s) or tenants. Return the form to our Association Management (i) at the above address or (ii) place it in the Comment Box (adjacent to elevators in the garage). A fully completed form and payment of the \$150.00 Move Fee must be submitted with each change in unit owner(s)/tenant(s). The new owner(s)/tenant(s) shall then be added to both the entry system and postal directories. The confidential personal access code(s) is mailed to the appropriate individual(s).

OCCUPANCY STATUS ___Owner Occupied ___Second Home ___Family Owner ___Tenant Occupied ___Number of Residents

OWNER INFORMATION

Unit Address (655 Columbia St/620 State St.) # _____, San Diego, CA 92101

Name(s)	Home Phone (✓ to entry system)	Work Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Off-site Mail Address

Agent ()lease ()sales ()n/a

Name _____ work # _____
Address _____

TENANT INFORMATION

Unit Address (655 Columbia St/620 State St) # _____, San Diego, CA 92101

Tenant/Family Member Name(s)	Home Phone (✓ to entry system)	Work Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

OWNER & TENANT INFORMATION

VEHICLES AUTHORIZED TO USE PARKING SPACES LISTED BELOW

Make/Model/Year	Color	License#
_____	_____	_____
_____	_____	_____

Parking Space #s _____

PET REGISTRATION

TYPE _____ BREED _____ Lic# _____

TYPE _____ BREED _____ Lic# _____

UNIT ACCESS/EMERGENCY

Name _____ Phone # _____

Name _____ Phone # _____