



**BIRCH POINTE CONDOMINIUM ASSOCIATION CENSUS FORM**  
**P.O. Box 1195 Hockessin, DE 19707**



Fill out an electronic version of this form here by scanning the QR code --->

**Section 1: Unit Information**

Unit Address	
Number of Persons Residing in Unit (circle)	1 2 3 4

**Section 2: LEGAL OWNERS**

**If you own**, please fill out this section in its entirety.

**If you are a renter**, please answer the following question and continue to section 3.

Is the unit being rented? (circle)	Yes No
Legal Owner's Name	
Legal Owner's Phone (include area code)	
Legal Owner's Email	
Emergency Contact Name	
Emergency Contact Phone (include area code)	
Emergency Contact Email	

**Section 3: TENANTS**

Tenant 1 Name	
Tenant 1 Phone (include area code)	
Tenant 1 Email	
Tenant 2 Name	
Tenant 2 Phone (include area code)	



Tenant 2 Email	
Emergency Contact – LANDLORD NAME	
Emergency Contact – LANDLORD PHONE (include area code)	
Emergency Contact – LANDLORD EMAIL	

**Section 4: INSURANCE, VEHICLES, AND PETS**

**INSURANCE:** Birch Pointe’s HOA Insurance coverage does not cover personal property or damages that are the result of resident activities, mishaps or liabilities that may be incurred either in your unit home or automobile while on the premises. Automobile Insurance is required for all motor vehicles licensed in Delaware as well as all other states in the USA that provide a minimum level of coverage. If you do not have proper homeowner/renter insurance coverage and automobile insurance, you are putting your neighbors and yourself at risk.

**VEHICLES:** Issuance of a Birch Pointe branded and numbered hang tag at a rate of one tag per unit. Visitors and unit-owned secondary vehicles should be parked only in unmarked spots BP Parking Policy

**PETS:** Owners are permitted to have 2 (two) pets only (no exotic animals). Renters are NOT permitted to have pets/animals while residing in Birch Pointe.

Do you have the appropriate home/rental and automobile insurance coverage? (circle)	Yes No
Primary (Tag Holder) Vehicle   Make, Model, Color	
Primary (Tag Holder) Vehicle   State & License Plate #	
Secondary Vehicle   Make, Model, Color	
Secondary Vehicle   State & License Plate #	
Are there pet(s) in unit? If yes, specify type, breed, and weight of pet(s).	

**Section 5: ADDITIONAL INFORMATION AND ACKNOWLEDGEMENT**



Do you have any questions, concerns, or suggestions to improve Birch Pointe?	
Are there any additional emails that would like to receive informational emails from the Birch Pointe Board.	

\*I understand that the above information is for the sole use of Birch Pointe Condominium Association and its authorized agents in maintaining the community and providing emergency services. I also acknowledge that I must notify Birch Pointe Management if there are any changes in this information and/or if my unit is rented or sold.

Signature	Date

**Please send to:**

Birch Pointe Condominium Association  
P.O. Box 1195  
Hockessin, DE 19707