

Essex Association Management, L.P. 1512 Crescent Drive, Suite 112 Carrollton, TX 75006

P: 972-428-2030 F: 469-342-8205 www.essexhoa.com

OWNER/TENANT INFORMATION SHEET

Community Name:				
Please comp	plete and return the requested in	nformation so we can better	assist you.	
Property Address:				
Property Owner's Name	e:			
Property Owner's Mailin	ng Address:			
City:	State:	Zip:		
Property Owner's Phon	e #:			
Property Owner's Emai	l Address:			
•	nt the following information as tr py the above rental address -	rue and correct and consent t	o further inquiry.	
Primary Tenant(s) Nam	e(s):			
Tenant's email address:				
Tenant's Phone #:				
Tenant's Prior Address				
	Use this line if primary tenants have differe	ent prior addresses		



Name all other persons who will occupy the property -

Name:			Relationship:	Age:
Name:			Relationship:	Age:
Name:			Relationship:	Age:
Name:			Relationship:	Age:
Pets -				
Name:	T	ype of animal:	Breed:	Weight:
Name:	T	ype of animal:	Breed:	Weight:
Vehicles t	o be parked o	n the premises -		
Make:	Model:	Year:	License Plate:	State Registered
Make:	Model:	Year:	License Plate:	State Registered
No more th		number of vehicles		State Registered . Vehicles should utilize the garage
Owner(s)	Address where	approved applicati	on can be sent:	
City		, State	, Zip	<u> </u>
Property (Owners, pleas	e complete the fo	llowing if applicable:	
(Agent will n pool keys or	ot release pool key replacements)	directly to Tenant unl		f Keys required:/Release Form. Tenants may not request

Please keep in mind that all previous keys issued for this address can be used for reactivation. If you have an existing pool key, that key can be issued to the tenant. If it has been deactivated, you may email poolkeys@essexhoa.com for assistance or select "pool" in the drop down menu from the Association's website. If you need a replacement key or want additional pool keys, your community requires a \$25 fee per key which must be paid in advance. Upon request, the Association may charge your account for the costs of pool keys however, prompt payment must be made to avoid having the keys deactivated.



Length of the Lease	Years Months	
Start Date of the Lease:	Expiration	n Date of the Lease:
any applicable policies or	rules and regulations and I (We) have	cluding the declaration (CC&R's), bylaws, and e read, understand, and agree to abide by all egulations enacted hereafter officially by the
` '	rstand that non-compliance of any R ion as set forth in the lease/rental ag	ule and/or Regulation is grounds for the reement.
(, 0 (,		
Signature	Print Name	Date
Signature	Print Name	Date
OWNERS:		
registered as your contact	email to receive all Assocation commers of the association and communit	n Policy. The email you provided will be nunications. All notices of Annual, Board, by notices, will be sent out via email to the

Required Document List -

- Owner is subject to all financial obligations to the Association including, but not limited to, maintenance fees, late charges, special assessments, legal fees, and application fees.
- Owners leasing their units must supply the following information to the Board and/or its managing agent no later than the commencement of the lease as follows: a sample copy of the lease agreement signed by your tenants, this form fully completed and other information deemed necessary by the Board.
- A receipt must be signed by the Owner and the Tenant(s) and provided to the Agent for review and approval by the Board. The receipt must acknowledge the tenant has received a copy of the above mentioned documents and will abide by the Rules & Regulations. The receipt and any related documents viewed by the Tenants must be included as an addendum an addendum to the lease agreement. Owner must acknowledge that failure by the tenant to comply with the Association's documents and rules as well as any federal or state law, or local ordinance is deemed a default under the lease. When the Association notifies the owner of his tenant's violation, the Owner will



promptly obtain his tenant's compliance or exercise his rights as a landlord for the tenant's breach of lease. If violations continue or are repeated, and/or the Landlord is unwilling, unable, or unavailable to obtain his tenant's compliance, the Association has the power and right to pursue remedies of a landlord under the lease and state law.

By signing this agreement, the owner agrees to the following:

- Owner(s) is in good standing and is not delinquent in assessments.
- Owner(s) acknowledges and agrees that tenants are bound by, and must comply with, the Declaration of Covenants, Conditions and Restrictions (CC&R's) for the Association, Bylaws, Articles, and all adopted or promulgated rules and/or policies of this Association.
- All units are private single-family residences not to be occupied by more than (1) family unit.
- No Aggressive breed of dog or animal is allowed.
- No Lease Agreement shall be renewed without notifying the Managing Agent at least (30) days in advance.
- The Owner agrees to remove, at the Owner's sole expense, by legal means if necessary, all tenants that do no comply with the CC&R's and other policies adopted by the Assocation. Tenants committing criminal acts or continually causing a nuisance within the community shall be removed by the Owner upon written request from the Association.

Owner(s) Signature(s)		
Signature	Print Name	Date
Signature	Print Name	Date
The Following Section is for off	ice use only:	
Rental Application Approved?	YesNo	
Board Member Signature	Print Name	Date
Approval mailed to Applicant on	//	