

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 complete	and return the requested	information so we can better a	assist you.
Property Address:			
Property Owner's Name:			
Property Owner's Mailing Ad	dress:		
City:	State:	Zip:	
Property Owner's Phone #:			
Property Owner's Email Add	ress:		
Owner/tenants represent the Persons who will occupy th	_	true and correct and consent to	further inquiry.
Primary Tenant(s) Name(s):			
Tenant's email address:			
Tenant's Phone #:			
Tenant's Prior Address			

Use this line if primary tenants have different 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:	Name: Type of animal:		Breed:	Weight:
Vehicles t	to be parked o	n the premises -		
Make:	Model:	Year:	License Plate:	State Registered
Make:	Model:	Year:	License Plate:	State Registered
Make:	Model:	Year:	License Plate:	State Registered
	an the maximum ay for parking of		listed in the CCR's are allow	ed. Vehicles should utilize the garage
Owner(s)	Address where	approved applicati	on can be sent:	
City		, State	, Zip	<u></u>
Property 6	Owners, please	e complete the fo	llowing if applicable:	
(Agent will n				of Keys required:est/Release Form. Tenants may not request
Will you re	equire additiona	l/replacement key	s? YES 🗆 NO 🗀 # of :	Keys required:
to the tenant. Association's	If it has been deactiv website. If you need on request, the Associ	ated, you may email <u>poor</u> a replacement key or wan	keys@essexhoa.com for assistance of the distance of the distan	you have an existing pool key, that key can be issued or select "pool" in the drop down menu from the nity requires a \$25 fee per key which must be paid in ever, prompt payment must be made to avoid having
Length of	f the Lease	Years \square	Months □	



Start Date of the Leas	e: Expiration	Expiration Date of the Lease:		
any applicable policies of	or rules and regulations and I (We) have	cluding the declaration (CC&R's), bylaws, are read, understand, and agree to abide by all egulations enacted hereafter officially by the		
	derstand that non-compliance of any Ruiction as set forth in the lease/rental agr	ule and/or Regulation is grounds for the reement.		
Tenant(s) Signature(s)				
Signature	Print Name	Date		
Signature	Print Name	Date		
OWNERS:				
registered as your conta	ct email to receive all Association comm mbers of the association and community	n Policy. The email you provided will be munications. All notices of Annual, Board, y 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 Breeding of animals is allowed. (Section 2.5 d in CCRS)
- No Lease Agreement shall be renewed without notifying the Managing Agent at least (30) days in advance.
- The Owner has obtained a City of Celina Rental Permit and will supply management with a copy of said permit.
- 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&Rs and other policies adopted by the Association. 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 Issued		Date
City of Celina Rental Permit ID #			Date Expired
The Following Section is for office u	se only:		
Rental Application Approved?	YesNo		
Board Member Signature	Print Name	 Date	_
Approval mailed to Applicant on/	/		