



A PROFESSIONAL PROPERTY MANAGEMENT COMPANY

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 assist you.

Property Address: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner's Phone #: _____

Property Owner's Email Address: _____

Owner/tenants represent the following information as true and correct and consent to further inquiry.

Persons who will occupy the above rental address -

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



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Name all other persons who will occupy the property -

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Pets -

Name: _____ Type of animal: _____ Breed: _____ Weight: _____

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Vehicles to be parked on the premises -

Make: _____ Model: _____ Year: _____ License Plate: _____ State Registered _____

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No more than the maximum number of vehicles listed in the CCR's are allowed. Vehicles should utilize the garage and driveway for parking of all vehicles.

Owner(s) Address where approved application can be sent: _____

City _____, State _____, Zip _____

Property Owners, please complete the following if applicable:

Will the Tenant Require Pool Key Access? YES NO # of Keys required: _____

(Agent will not release pool key directly to Tenant unless Owner signs Pool Key Request/Release Form. Tenants may not request pool keys or replacements)

Will you require additional/replacement keys? YES NO # of Keys required: _____

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



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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 not 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

_____	_____	_____
City of Celina Rental Permit ID #	Date Issued	Date Expired

The Following Section is for office use only:

Rental Application Approved? _____ Yes _____ No

_____	_____	_____
Board Member Signature	Print Name	Date

Approval mailed to Applicant on ___/___/___