



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.



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Length of the Lease _____ Years Months

Start Date of the Lease: _____ **Expiration Date of the Lease:** _____

I (We) the Tenant(s), have received a copy of all documents including the declaration (CC&R's), bylaws, and any applicable policies or rules and regulations and I (We) have read, understand, and agree to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the association.

I (We) the Tenant(s) understand that non-compliance of any Rule and/or Regulation is grounds for the Landlord to exercise eviction as set forth in the lease/rental agreement.

Tenant(s) Signature(s)

Signature	Print Name	Date
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Signature	Print Name	Date
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OWNERS:

By checking this box, you agree to our Email Registration Policy. The email you provided will be registered as your contact email to receive all Association communications. All notices of Annual, Board, Special Meetings of members of the association and community notices, will be sent out via email to the email address you provide on this form.

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



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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 not comply with the CC&R's 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

_____	_____	_____
Signature	Print Name	Date

The Following Section is for office use only:

Rental Application Approved? _____ Yes _____ No

_____	_____	_____
Board Member Signature	Print Name	Date

Approval mailed to Applicant on ___/___/___