

Owner/Tenant Contact Information

In order to improve communication, we request that owners use this form to keep their records with the management company current. In addition, business owners that rent/lease their unit are asked to provide and keep current contact information regarding their tenant(s). Thank you for your cooperation!

Owner Information

NAME: _____

ADDRESS: UNIT #: _____

CITY: STATE: ZIP: _____

DAYTIME/BUSINESS PHONE: _____ EVENING/HOME PHONE: _____

EMERGENCY PHONE: _____ CELLULAR PHONE: _____

EMAIL ADDRESS: _____

Tenant Information

NAME: _____

NAME: _____

ADDRESS: UNIT #: _____

CITY: STATE: ZIP: _____

DAYTIME/BUSINESS PHONE: _____ EVENING/HOME PHONE: _____

EMERGENCY PHONE: _____ CELLULAR PHONE: _____

EMAIL ADDRESS: _____

Additional Absentee Owner Responsibilities

1). Absentee owners who have a tenant in their unit(s) must furnish the tenant with a set of the Rules and Regulations. Additionally, absentee owners are responsible for updating their tenants regarding Rules & Regulations changes.

2). Absentee owners must complete and return the "Owner/Tenant Registration" form within fifteen, (15) business days of occupancy to the Management Company.

By signing below I acknowledge that I have provided a copy of the current Rules and Regulations of the Turtle Rock Hills Community Association to my tenant as noted above.

Printed Name

Signature

Date