



Tenant Registration & Amenity Access Form

Homeowner's Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____



Tenant Information (Head of Household #1)

Full Name: _____

Phone Number: _____

Work Phone: _____

Place of Employment: _____

Email Address: _____



Tenant Information (Head of Household #2)

Full Name: _____

Phone Number: _____

Work Phone: _____

Place of Employment: _____

Email Address: _____



Please list names & ages of any other authorized occupants

Full Name: _____ Age: _____

Full Name: _____ Age: _____

Full Name: _____ Age: _____

Full Name: _____ Age: _____

Vehicle Information

Vehicle 1:

Make/Model: _____ Color: _____

License Plate Number: _____

Vehicle 2:

Make/Model: _____ Color: _____

License Plate Number: _____

Vehicle 3:

Make/Model: _____ Color: _____

License Plate Number: _____

Mailing Address (if other than rental address – i.e. Post Office Box)

Please sign & date below confirming that the information provided is accurate

Tenant #1 Signature

Tenant #2 Signature

Date

Date

Background Check Information

- Have all tenants over 18 completed a background check? ☐ Yes ☐ No
- Are there any known safety concerns regarding any tenant that the HOA should be aware of? ☐ Yes ☐ No
- If yes, please explain:

Homeowner's Acknowledgement

I, the undersigned homeowner, acknowledge that I have provided the above tenant and contact information to the HOA as part of the tenant registration process. I understand that renting my own is for Single Family residential purposes only. I understand that it is my responsibility to ensure that my tenants comply with all HOA rules and regulations and ensure that **ALL AUTHORIZED TENANT(S)** receive a copy of the CC&Rs, policies, and procedures listed under the Documents tab in PayHOA. I acknowledge that the maximum occupancy is two tenants per room and will actively monitor my rental property to ensure compliance with this rule. If additional tenants over the age of 18 will be dwelling at the property, I will ensure that their information is provided swiftly to the board of directors. Please email this form to **ellacrossingboardofdirectors@gmail.com**.

Homeowner's / Authorized Agent's Signature

Homeowner's Signature: _____

Homeowner's Name (Printed): _____

Authorized Agent's Signature: _____

Authorized Agent's Signature (Printed): _____ Position: _____

Date: _____

Tenant registration requires a one-time fee of \$75 per home. A \$25 renewal fee applies if the same tenant renews their lease; if new tenants move in, a new \$75 registration fee is required.