

BIRCHWOOD LAKES COMMUNITY ASSOCIATION, INC.

TENANT REGISTRATION FORM

Owner Information:

<i>Last Name</i>	<i>First Name</i>	<i>Telephone #</i>
_____	_____	_____
<i>Mailing Address</i>	<i>City/State</i>	<i>Zip Code</i>
_____	_____	_____
<i>Lot/Block/Section</i>	<i>Property Address:</i>	
_____	_____	

Tenant Information:

<i>Last Name</i>	<i>First Name</i>	<i>Telephone #</i>
_____	_____	_____
<i>Mailing Address</i>	<i>City/State</i>	<i>Zip Code</i>
_____	_____	_____
<i>Please list all individuals names & ages that are residing in home:</i>	<i>Work Phone #</i> _____	
_____	<i>Emergency Contact</i> _____	
_____	<i>Emergency Phone #</i> _____	

TENANT VEHICLES:

<i>Make</i>	<i>Model</i>	<i>Year</i>	<i>Color</i>	<i>State</i>	<i>Plate #</i>	<i>Reg Exp Date</i>	<i>Ins Exp Date</i>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Blue Sticker #

Blue Sticker #

Blue Sticker #

It is required to retain valid registration and insurance on all vehicles at all times or vehicle shall be considered abandoned.

Additional Information:

I acknowledge receipt of the Association's Rules & Regulations and understand that I/We and our invitees are subject to citations for violations of these Rules & Regulations.

Tenant's Signature

Date

Office Personnel & Date

_____ I have issued the following badges to my tenant: _____

_____ I give my tenant permission to obtain yearly badges from the BLCA Office

_____ **I DO NOT give my tenants permission to obtain yearly badges from the BLCA office. I will issue them as I deem necessary.**

BADGES WILL NOT BE PROVIDED TO TENANT UNLESS WRITTEN PERMISSION IS GRANTED BY OWNER:

- It is the owner's responsibility to provide the office with proof of the proper homeowner's insurance policy that states the home is "tenant occupied"
- It is the owner's responsibility to provide the tenant with a copy of the Association's Rules & Regulations. Copies are available at the BLCA office.
- Tenants must register all of their vehicles with the BLCA office and obtain a vehicle decal for each. Proof of vehicle insurance and vehicle registration must be provided to the BLCA office prior to obtaining a decal and if requested to ensure compliance to the Association's rules & regulations or vehicle decals will be voided.
- Registered tenants may obtain a postal mailbox at one of the entrances, at no additional cost.
- Registered tenants must obtain gate cards at additional cost of \$10.00.
- Tenants must provide the BLCA office with their phone number for visitors access through the security gates.
- Security Deposit of \$500.00 is required. Property owner holds responsibility for any citations issued to the tenant and families and/or invitees. Unpaid citations will be deducted from the security deposit and must be replenished within 30 days. Security deposit shall be returned within 30 days if all fees and charges have been paid in full and the property grounds vacated have been inspected to ensure it is left neat and tidy, with no discarded trash, furniture, debris, etc.
- Homeowners who have a tenant occupied home are required to pay an additional 50% annual dues per the Association By-Laws.
- Homeowner must notify the BLCA office, in writing, when tenant vacates home. All gate cards, etc will be deleted from system and no longer valid.

Non-compliance to the Rules & Regulations will result in the following fines:

Non-registration of Tenant \$100.00 with 30 days to comply, subject to \$100.00 every 30 days for noncompliance
Proof of insurance not provided \$300.00 with 30 days to comply, subject to \$300.00 every 30 days for noncompliance
Not obtaining BLCA Vehicle Decal \$ 25.00/each vehicle

Member Signature

Date

OFFICE USE ONLY:

_____ **DO NOT ISSUE BADGES**

Badges Issued:

Year _____ Member _____ Guest _____

Year _____ Member _____ Guest _____

Year _____ Member _____ Guest _____

Insurance Information:

Insurance Company name

Policy Number

Expiration Date

Office Personnel: _____

Security Deposit Paid: _____

Date _____