



NOTIFICATION OF TENANT OCCUPANCY

If you are planning to rent your unit, please follow these guidelines for a smooth transition to a tenant occupied unit. There are many well-qualified property management companies available to manage your unit. If you decide to hire a management company, please include their information on the NOTIFICATION OF TENANT OCCUPANCY form, so that the management for the homeowner's association will have correct contact information for any issues that may arise.

NOTE: In case of an emergency and so the Board of Directors' will know who is authorized to use the common area facilities – please send this NOTIFICATION OF TENANCY OCCUPANCY to the HOA Management Company no more than seven (7) days from when you rent your unit. Each time there is a change in tenant information, you must complete another NOTIFICATION OF TENANT OCCUPANCY and provide it to the Management Company within seven (7) days of this change.

If you are planning to self-manage, then it is very important that you follow these instructions properly to decrease the likelihood of a problem during this transition.

1. When you and your new tenant sign the lease agreement, complete the NOTIFICATION OF TENANT OCCUPANCY and send it to info@calcurbs.com as quickly as possible following execution of the lease agreement. This gives you plenty of time before the tenant moves in to make sure that your tenant has everything needed.
2. Pass any keys to the new tenant (unless you will need to purchase new ones).
3. For the gate entrance, you may purchase a gate opener for your tenant.
4. If your tenant has pets, make sure that they are not on the restricted animal list. All pets must be reported on the NOTIFICATION OF TENANT OCCUPANCY form, and a copy of the city license must be submitted to the management company and kept current.

IF the community has a parking program, make sure that you find out what is needed for your tenant so that they have the appropriate parking permit upon move in.

Remember, even though you are not living in your unit, everything that goes on regarding the unit will be your responsibility. If your tenant breaks a rule, then you will receive the violation. You are expected to communicate with your tenant about the rules.

It is recommended that you require your tenant to carry tenant's insurance. Also, there are insurance policies that landlords can carry for additional protection.

We can't impress upon you enough, the importance of knowing the current rules and laws concerning property management. If you have any questions, consult an attorney or a property management company.

I have read and understand the above information _____.

Homeowner Signature

Date: _____



NOTIFICATION OF TENANT OCCUPANCY

HOMEOWNERS ASSOCIATION: _____

HOMEOWNER NAME (AS SHOWN ON DEED): _____

MAILING ADDRESS: _____

PROPERTY MANAGEMENT COMPANY: (YES/NO) _____

HOMEOWNER PHONE: _____ MANAGEMENT PHONE: _____

TENANT NAME: _____

TENANT PHONE: _____ TENANT EMAIL: _____

ADDITIONAL OCCUPANTS (OVER 18): _____

_____ CONTACT INFO: _____

PETS: _____

VEHICLES: _____

Year	Make	Model	Color	License Plate Number/State
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VEHICLES: _____

Year	Make	Model	Color	License Plate Number/State
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PARKING PERMIT: _____ TENANT TO PICK UP: _____

Yes / No	Name
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AUTHORIZATION TO PICK UP PARKING PERMIT (IF APPLICABLE)

I, _____ authorize my tenant _____ to
Owner Name

pick up a parking permit for a unit that I own that will be rented by this tenant. I understand that I am responsible for any vehicle that bears the parking permit, and any violations or citations that are acquired by that vehicle.

GATE PHONE (IF APPLICABLE): THE GATE DIRECTORY NAMES ARE FORMATTED AS "LAST NAME, INITIAL". IF YOU WOULD LIKE YOUR TENANT TO HAVE THEIR NAME IN THE DIRECTORY, CHECK HERE: _____

AN EMAIL WILL ARRIVE TO THE TENANT WITH INSTRUCTIONS FOR DOWNLOADING THE APP AND SETTING UP AN ACCOUNT. PLEASE LET THEM KNOW TO EXPECT THIS EMAIL.

I understand that as the legal owner of the above-described property. I am ultimately responsible for the actions of my tenants. I have explained the Rules and Regulations to my tenants and have furnished them with their own copy of the Rules and Regulations on _____.

Owner Signature: _____ Date: _____