

**Candlewood Ridge/Carriage Wood Homeowners' Association
Annual Owner Registration Form**

1. Property Account Number: _____

2. Property Address:

_____ Street Address _____ City _____ State _____ Zip

3. Names of all legal property owners: Owner #1: _____
(add more on back if needed*) Owner #2: _____

****if there are more than two owners, please provide name, phone, email, mailing address for each additional owner on the reverse of this page.**

4. Where do the owners of this property live? (check the applicable boxes)

Owner #1 At the property Off-site

Owner #2 At the property Off-site

5. Where should the Association send your mail? To property To an off-site address (list the address below)

_____ Street Address _____ City _____ State _____ Zip

6. List the phone numbers and email addresses for all owners, as applicable:

	<u>Home</u>	<u>Work</u>	<u>Cell</u>	<u>E-mail</u>
Owner #1:	_____	_____	_____	_____
Owner #2:	_____	_____	_____	_____

7. IN CASE OF EMERGENCY: In case of an emergency situation (fire/flood/police activity/etc), please provide a local emergency contact that could come in person, if a property owner cannot be contacted:

Name: _____ Phone #: _____ Relationship: _____
Name: _____ Phone #: _____ Relationship: _____

Please sign and date this form below, acknowledging the information is accurate and complete and return it to:

By mail: **CR/CW HOA, PO BOX 58397, Renton WA 98058**

By email: **admin@crcwhoa.org**

Thank you for your cooperation.

Owner #1 Signature _____ Date _____

Owner #2 Signature _____ Date _____

ATTENTION

If you are not living at the property, please fill out the Resident/Tenant Information section on the next page. Failure to comply may result in fines being levied against you and your property, until current Tenant Information and a current, signed copy of the lease is received.

Resident/Tenant Information

1. If the owner does not live at the property, please list all the adults (ages 18 and over) living at the property including their name(s) and their relationship to you:

Name Resident/Tenant #1: _____
Please check the following: Tenant Relative Other: _____
Name Resident/Tenant #2: _____
Please check the following: Tenant Relative Other: _____
Name Resident/Tenant #3: _____
Please check the following: Tenant Relative Other: _____
Name Resident/Tenant #4: _____
Please check the following: Tenant Relative Other: _____

2. List the phone numbers and email addresses for all adult residents, as applicable:

	<u>Home</u>	<u>Work</u>	<u>Cell</u>	<u>E-mail</u>
Tenant #1:	_____	_____	_____	_____
Tenant #2:	_____	_____	_____	_____
Tenant #3:	_____	_____	_____	_____
Tenant #4:	_____	_____	_____	_____

3. List the make, model, and license plate for each tenant vehicle (maximum 4 non-garaged vehicles are allowed per property in HOA at any one time):

	<u>Make</u>	<u>Model</u>	<u>License Plate Number</u>	<u>State Issued & Expiration Date</u>
Tenant #1:	_____	_____	_____	_____
Tenant #2:	_____	_____	_____	_____
Tenant #3:	_____	_____	_____	_____
Tenant #4:	_____	_____	_____	_____

4. If the owner has contracted with a Property Manager/Company, please provide the name of the individual/company and contact information:

Name: _____ Phone: _____ E-mail: _____

5. Length of lease: Start Date: _____ End Date: _____

(attach a copy of the current, signed, dated, compliant lease to this form)

To be compliant, among other requirements, a lease must contain the following statement "The tenants and their guests agree to follow all CR/CW HOA Governing Documents located at www.crcwhoa.com or risk eviction."

6. If the property is currently vacant, list dates that the vacancy started and the anticipated end date:

Vacancy Start Date: _____ Vacancy End Date: _____
Reason for maintaining vacant property: _____

**Property Owner with Tenant(s)
Rules and Regulations Acknowledgement**

Date: _____

I (We), _____, the owner(s) of property located at _____, do hereby acknowledge that I(we) have referred the tenant(s) to the CR/CW HOA governing documents at www.crcwhoa.com and that they agree to follow all CR/CW HOA governing documents shown on the HOA webpage or risk eviction.

Owner(s) Signature(s)