

Candlewood Ridge/Carriage Wood Homeowners' Association
Annual Non-Resident Owner and/or Landlord/Tenant 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 Address: _____

Owner #2 At the property Off-site Address: _____

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, P.O. Box 803555, Dallas, TX 75380-3555**

By email: **crcwhoa@ciramail.com**

Thank you for your cooperation.

Owner #1 Signature _____ Date _____

Owner #2 Signature _____ Date _____

ATTENTION

If you (the owners) are not living at the property OR co-habitate the property with tenants/residents, fill out the Tenant/Resident Information section on the next page. Failure to comply may result in fines being levied against you and your property, until current Tenant/Resident Information and a current, signed, dated, compliant copy of the lease is received.

Tenant/Resident Information

1. If the owner does not live at the property or if the owners co-habitate the property with the tenants/residents, please list all the adults (ages 18 and over) living at the property including their name(s) even if they are not named in the lease:

Name Tenant/Resident #1: _____
Name Tenant/Resident #2: _____
Name Tenant/Resident #3: _____
Name Tenant/Resident #4: _____

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

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

3. List the make, model, and license plate for all owner or resident vehicles (maximum 4 non-garaged owner/resident/family/guest vehicles are allowed per property in the HOA at any one time):

	<u>Make</u>	<u>Model</u>	<u>License Plate Number</u>	<u>State Issued & Expiration Date</u>
Tenant/Resident #1:	_____	_____	_____	_____
Tenant/Resident #2:	_____	_____	_____	_____
Tenant/Resident #3:	_____	_____	_____	_____
Tenant/Resident #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, their family and their guests agree to follow all CR/CW HOA Governing Documents located at crcwhoa@ciramail.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 tenants, residents and /or adult family (ages 18 or older) living at the property to the CR/CW HOA governing documents and policies at crcwhoa@ciramail.com within the signed lease or specific lease addendum and that they agree to follow all CR/CW HOA governing documents and policies shown on the HOA webpage or risk eviction. Additionally, we note that we, the owners, are ultimately responsible for any action or results of action of our tenants, guests of tenants, residents of property, or family members of tenants or our guests or our family members that would not be in compliance with CR/CW HOA governing documents or policies. _____

_____ Owner(s) Signature(s)