

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

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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 an addition to this page.**

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

Owner #1  At the property  Off-site: off-site address: \_\_\_\_\_

Owner #2  At the property  Off-site: 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**

**Please provide the information requested on the next page for all adult (ages 18 or older) residents (which includes owners, family members, other residents). Vacant property information is also required if the property is to be vacant for a period of time. Failure to comply may result in fines being levied against you and your property, until current Resident Information is received.**

**Resident Information**

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1. Please list all the adult (ages 18 and over) residents (including owners, residents, and/or family members) living at the property including their name(s) and their relationship to you:

Name Resident #1: \_\_\_\_\_  
Please check the following:     Tenant     Relative     Other: \_\_\_\_\_  
Name Resident #2: \_\_\_\_\_  
Please check the following:     Tenant     Relative     Other: \_\_\_\_\_  
Name Resident #3: \_\_\_\_\_  
Please check the following:     Tenant     Relative     Other: \_\_\_\_\_  
Name Resident #4: \_\_\_\_\_  
Please check the following:     Tenant     Relative     Other: \_\_\_\_\_

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

	<u>Home</u>	<u>Work</u>	<u>Cell</u>	<u>E-mail</u>
Resident #1:	_____	_____	_____	_____
Resident #2:	_____	_____	_____	_____
Resident #3:	_____	_____	_____	_____
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 &amp; Expiration Date</u>
Resident #1:	_____	_____	_____	_____
Resident #2:	_____	_____	_____	_____
Resident #3:	_____	_____	_____	_____
Resident #4:	_____	_____	_____	_____

4. 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, Residents, and/or Family Members  
Governing Document Acknowledgement**

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Date: \_\_\_\_\_

I (We), \_\_\_\_\_, the owner(s) of property located at \_\_\_\_\_, do hereby acknowledge that I(we) have referred the residents and /or adult family (ages 18 or older) living at the property to the CR/CW HOA governing documents at [crcwhoa@ciramail.com](mailto:crcwhoa@ciramail.com) 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 guests, residents, or family members that would not be in compliance with these governing documents or policies.

\_\_\_\_\_  
Owner(s) Signature(s)