

RENTAL PROPERTY MANAGERS HOA INFORMATION SHEET

HOA Preparer: To encourage compliance, please complete all spaces. Use N/A if it is not applicable.

Property Address: _____ Lot # _____

Owner's Name: _____

Association Name: _____

Management Company: _____ Phone _____

Address _____ Fax _____

Assoc Manager: _____ Email: _____

Community Web Site: _____

Association's Responsibilities:

Streets/Parking areas Yes No

Sewer lines Yes No

Building Exterior Yes No

Roof Yes No

Yard Front Yes No

 Back Yes No

Heating Equipment Yes No

Cooling Equipment Yes No

Utilities (personal)

 Electric Yes No

 Gas Yes No

 Water/Sewer Yes No

 Cable Yes No

 Company _____

Fire Protection Yes No

 Provider _____

Mail Box Key Box # _____

 USPS _____ Association _____

Pest Control

 Interior Yes No

 Exterior Yes No

 Termite Yes No

Refuse/Trash Collection Yes No

 Day of the week _____

Additional Information: _____

Signature

Date

General Information:

55+ community Yes No

Pool Yes No

 Key Cost _____

Spa/Hot tub Yes No

Racquetball Court Yes No

Recreation Center Yes No

Kitchen Facilities Yes No

Tennis Courts Yes No

Laundry Facilities Yes No

Exercise Facilities Yes No

Gate/Guard Yes No

Key to common area Yes No

 Key cost _____

Parking Restrictions: Yes No

 Limited # of vehicles Yes No

 RV Allowed Yes No

 Guest Parking Restrictions Yes No

 Pet Limitations Yes No

 Lease Notification Required Yes No

 Rental Fee Yes No

Governing Documents:

 CC&Rs Yes No

 Rules and Regs/Guidelines Yes No

 Recreation/Pool Rules Yes No

 _____ Yes No

Other _____

 _____ Yes No

Other _____