

SHORT TERM RENTAL REGISTRATION

This form must be completed by the Real Estate Agent for the Unit. Please indicate the lease dates for the rental and the Unit number at the top of the form.

The first portion of the form is to provide the contact information for the Agent who is completing the form.

The second portion of the form is to provide the contact information for the primary renter. Indicate if this renter should be added to the emergency SMS or Eblast list. SMS will be used in case of a **real emergency** (such as a natural disaster in our area) or **major** building disruptions. Eblasts are generally done monthly and include important building notifications such as maintenance, events and Board activity.

In the third portion of this form, list ALL other Residents of this Unit, including children. Please use the back of the form if you need more space.

The emergency contact should be a person that you would like us to contact in case of a situation, such as a medical emergency.

In case of emergency requiring building evacuation, the responding emergency team (such as the Fire Department) will be given the evacuation list to notify them of any Residents requiring assistance to evacuate. If you have any Resident in your Unit that needs assistance to evacuate, please indicate on this form. Use the back to provide the Resident's name and any details you would like to include.

A copy of the Rental Agreement must accompany the form in order for it to be accepted. Black out all sensitive information.

This form **MUST BE SIGNED BY THE REAL ESTATE AGENT (WITH AUTHORIZED FORMS).**

MAIL ACCEPTANCE FORM

On this form list the names of all Residents of your Unit for which The Association is authorized to accept mail. Provide the primary contact for mail, in which The Association will use as the first point of contact upon receipt of mail. It is very mandatory that you include a phone number and email address.

If a Resident is not listed on this form, the Association WILL NOT BE ABLE TO ACCEPT MAIL addressed to them.

This form **MUST BE SIGNED BY A HOME OWNER (ON THE DEED).**