

## OWNER/TENANT INFORMATION

**Please Print**

Property Address, Building and Unit: \_\_\_\_\_

Circle One:        One Bedroom        Two Bedroom

Owner Name(s) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone(s) \_\_\_\_\_

Email Address(s) \_\_\_\_\_

Address (if different from property address): \_\_\_\_\_

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone(s): \_\_\_\_\_

Email Address(s): \_\_\_\_\_

### Tenant Information

**Is this Unit a rental? If so please provide the following information**

- \$375.00 move in fee (if tenant moved in this year), please send your check to the management company.
- Rentals shorter than one year are not allowed.
- Only upon receipt of the required information will the access code be updated by a board member for the new tenant, this will require a 919-area code. Additionally, your tenant's last name, as indicated above, will be put on the signage at the building entrance.
- Please send/email a copy of your new lease with this form to the management company at [courtney@casnc.com](mailto:courtney@casnc.com).

Tenant Name(s) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address(s) \_\_\_\_\_

### **Pets Living In Your Unit**

- Dog/Dogs - \$125.00 (\$8.33 per month) per dog, per year. Annual dog invoices are sent based on this information. Please send a prorated check if your animal arrives after January.
- No billable pets in unit

Name(s): \_\_\_\_\_

Breed(s): \_\_\_\_\_

### **Parking Hang Tags**

- I'd like to request a new parking tag. \$25.00 for new and replacement tags, please send your check to the management company.

License Plate of Vehicle using Tag (Existing or New Tag): \_\_\_\_\_

Parking Tag Number (If using existing tag): \_\_\_\_\_

- Each owner is allowed one hang tag per bedroom, there is no option for additional tags due to limited parking spaces. Additional vehicles must be parked on the public street. Vehicles in the parking lot without a valid parking tag will be managed through the violation process, which may include towing without notice and at the expense of the owner.
- All hang tags will be sent to the owner of the home for distribution to their tenants. Tags should be transferred from tenant to tenant to avoid the \$25.00 charge. Tags are managed and tracked by the management company.
- Parking tags for long term extenuating circumstances may be requested to the management company for board review and approval. If approved the \$25.00 fee will apply for this tag.

### **Rules**

I confirm I have read, understand and will abide by all rules and legal documents for the Association. Documents for the Association can be found on the management company's web site should you or your tenants need to refer to them. I understand that owners are responsible for their tenants and their actions.

Signature of Owner(s): \_\_\_\_\_

Printed Name of Owner(s): \_\_\_\_\_

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

*Thank you and we look forward to working with you!*