

EAGLE'S BLUFF COMMUNITY ASSOCIATION, INC. LEASE INFORMATION

Dear Homeowner (s):

The Board of Directors of Eagle's Bluff Community Association, Inc. has asked Rose City Property Management, Inc. to write this letter concerning your property in the association. Our records indicate that you are an "off-site" owner.

Your Board of Directors is responsible for preserving, protecting and enhancing your community. In order to perform these responsibilities more effectively, the Board has adopted the lease letter at **the Board Meeting held on March 21, 2017**, requiring all owners to register their tenants with the association.

The purpose of this Tenant Registration Process is two-fold:

1. The process will help ensure that you and your tenants are adequately informed as to their rights and responsibilities as tenants; in order to avoid any misunderstandings that can lead to violations and fines, it is important that your tenants understand what community association living involves.
2. Your association will be able to communicate more effectively with you and directly with your tenants when the situation calls for it.

As the owner of the property, you are responsible for the actions of your tenants. It is your obligation to supply your tenants with all association policies, including the Eagle's Bluff Community Association, Inc. Declarations, Covenants, Conditions and Restrictions (CC&R's), By-Laws and Rules and Regulations, for your association. The more informed your tenant is the better community citizen he/she will be. If you do not possess these documents, Rose City Property Management, Inc. can accommodate you by furnishing (for a nominal fee) both you and your tenant with all the Association's governing documents. You can also go to the association website at www.eaglesbluffca.org and you will find all the documents on this website as well.

The Tenant Registration Process requires that you:

1. Complete the enclosed Tenant Registration form in its entirety,
2. Submit a copy of your Rental Agreement/Lease.

The Tenant Registration packet as outlined above must be submitted to Rose City Property Management, Inc. within two weeks of leasing your home.

Thank you for your cooperation and your assistance in maintaining Eagle's Bluff Community Association, Inc. as a desirable place to live. Please feel free to contact Chris Brewer at Rose City Property Management, Inc. should you have any questions or concerns.

Sincerely,

Rose City Property Management, Inc.

**EAGLE'S BLUFF COMMUNITY ASSOCIATION, INC.
TENANT REGISTRY FORM**

**Tenant Registration Form
(Owner must complete a new form upon any change of tenancy)**

Complete the following form and return to:
Rose City Property Management, Inc.
P.O. Box 167, Bullard, Texas 75757
Fax: (903) 630-6356

Please include a copy of the lease/rental agreement

Owner Information

Name: _____

Property Address: _____

Complete Mailing Address: _____
Street City State Zip Code

Phone # Home: _____ Phone # Work: _____ Cell # _____

E-mail Address: _____

Name of Property Management Company (if any) _____

Address: _____

Please check one of the following:

_____ I rent/lease my home as listed

_____ I live in my home part of the year, from _____ to _____

Document Request

Please check the documents you want. Note: You must include the stated fee with your Tenant Registration Form.

_____ CC&R's to Tenant \$25.00

_____ CC&R's to Owner \$25.00

_____ Other Documents (please specify) to tenant

_____ Other Documents (please specify) to owner

Tenant Information

(List names of all occupants residing in the residence, including children, pets and vehicles)

Name:_____

Phone # Home:_____ **Phone # Work:**_____

Cell #:_____ **E-Mail Address:**_____

Name:_____

Phone # Home:_____ **Phone # Work:**_____

Cell #:_____ **E-Mail Address:**_____

Name:_____

Phone # Home:_____ **Phone # Work:**_____

Cell #:_____ **E-Mail Address:**_____

Pet Name:_____ **Breed:**_____ **License #:**_____

Pet Name:_____ **Breed:**_____ **License #:**_____

Vehicles:

Make:_____ **Model:**_____ **Year:**_____

License #:_____

Make:_____ **Model:**_____ **Year:**_____

License #:_____

Emergency Contact:_____

Relationship:_____ **Telephone #:**_____