

**HOA INFORMATION UPDATE
FORM FOR TENANT
STONEBROOK ESTATES HOA**

Property Address:

Property Owner(s):

Mailing Address(s) (No PO Box):

Phone Number(s):

Email Address(s):

Items must be included with the Rental Form:

- 1) Copy of Lease Agreement or Lease Renewal/Extension**
- 2) Copy of Background Check for each tenant and occupant over the age of 18**
- 3) Copy of Registered Sex Offender Check showing No Results for each tenant and occupant over the age of 18**

Lease Details:

- Effective Date of Lease:

- Expiration of Lease:

- Term of Lease:

Full Names of All Tenants and Occupants:

1. _____
- Date of Birth: _____
- Relationship: _____
- Phone Number(s): _____
- Email Address(s): _____

2. _____
- Date of Birth: _____
- Relationship: _____
- Phone Number(s): _____
- Email Address(s): _____

3. _____
- Date of Birth: _____
- Relationship: _____
- Phone Number(s): _____
- Email Address(s): _____

4. _____
- Date of Birth: _____
- Relationship: _____
- Phone Number(s): _____
- Email Address(s): _____

(If there are more than 4 occupants or tenants, additional pages can be added.)

Note: Occupants under 18 years of age must provide name and date of birth, but not phone number or email

Parking Details: Please note that the HOA Declaration states automobiles can be parked in the garage, driveway, and in front of the house. Any other cars parked in other parts of the neighborhood will be in violation.

1. Make/ Model of Auto: _____
Color: _____
License Plate #: _____

2. Make/ Model of Auto: _____
Color: _____
License Plate #: _____

3. Make/ Model of Auto: _____
Color: _____
License Plate #: _____

Owner(s) Representation:

I (we) hereby certify the following:

1. I certify that the information provided above is complete and accurate and shall promptly update the Association in writing if any information described herein shall change at any time.
2. I certify that I have completed due diligence and confirmed in written format with applicable government agencies and/or third-party services that each tenant and occupant has not been convicted of a crime in violation of section 1.05 of the Association Rules and Regulations Governing Rental Properties. I further certify that each tenant and occupant does not appear on the Federal or State Sex Offender Registry.
3. I have provided the Tenant(s) with all Association Dedicatory Instruments, including but not limited to, the Declaration, Bylaws, and any restrictive covenants of Stonebrook Estates.
4. I certify that I am current on outstanding assessments, charges, or fees and there are no outstanding violations of the Property.
5. I certify that all assessments, charges, fees due to the Association (including but not limited to any charges due to violations) from the date of the Lease shall nonetheless be the responsibility and obligation of the Owner.
6. I certify that no less than 100% of the square footage of the Property is being leased.
7. All vehicles have current valid registrations and are operable.

Owner(s) Signature: _____

Date: _____

You must submit the Rental Form plus documents outlined in items **1** through **3** whether you are renewing, extending the current lease, or drafting a new lease agreement, within 10 days of signing. Failure to do so will result in a \$100 fine.

Owners can't rent out their property for less than 12 consecutive months. However, if the lease shifts to a month-to-month basis, it can only do so for up to a total of 6 months. After that, the lease needs to be renewed for at least another 12 months. Please email all documents to STONEBROOKESTATES.ORG@GMAIL.COM.