

Rental Registration Form

Pursuant to ARS 33-1806.01 & ARS 33-1260.01 completion of this form is required for any homeowners who rent out their home. This form must be completed at the start or renewal of a lease and a \$25.00 registration fee must be paid each time a new tenant moves into the property. If this form is not completed and returned within 15 days of receipt a late fee of \$15.00 will be charged to the owners account.

Community Name: _____ Date: _____
 Owner Name(s): _____ Phone: _____
 Property Address: _____
 Email: _____
 Lease Term: _____
 Start Date: _____ End Date: _____ New Registration
 Lease Renewal

Tenant Name(s) & contact information:

1. _____ Phone: _____ Email: _____
 2. _____ Phone: _____ Email: _____
 3. _____ Phone: _____ Email: _____

Tenant Vehicles:

1. Make _____ Model: _____ Plate: _____
 2. Make _____ Model: _____ Plate: _____
 3. Make _____ Model: _____ Plate: _____

Management Company:

Name: _____ Phone: _____ Fax: _____
 Mailing Address: _____ Email: _____

Owner to initial the following:

_____ I have explained the CC&R's & all community policies to the Tenant.
 _____ The Tenant agrees that they understand the CC&R's & all community policies.
 _____ The Homeowner is fully responsible for all actions of the Tenant
 _____ A copy of the signed Rental Registration Form & registration fee payment will be forwarded to the Associations management company RCP within (15) fifteen days of the lease start date.
 _____ The Tenant is authorized to speak with the HOA regarding CC&R violations & fines and may appeal charges on behalf of the owner(s). (Appeals may only be submitted once regarding a situation)

 Owner Signature Date Owner Signature Date

This form must be completed each time you have a new tenant OR a lease renewal for the rental property. Please include a check or money order for new rentals in the amount of \$25.00. If mailing this form more than 15 days after receipt, please include the \$15.00 late fee. Make checks payable to Association.

**633 E. Ray Rd Ste 122
 Gilbert, AZ 85296
 rental@rcpaz.com**