

COWELL HOMEOWNERS ASSOCIATION, INC.

4498 Lawson Ct • 925-687-9961 • businessoffice@walnutcountry.com • www.walnutcountry.com

TENANT INFORMATION & KEY DEPOSIT FORM

Since the Owner on Title is the legal Member of the Association, it is imperative that the Association have your most up-to-date contact information, to ensure that you are receiving all legally required documentation and communication from the Association. All owners who have been approved to rent out their unit must fill out this form and return it to the Business Office (or send by email to businessoffice@walnutcountry.com). If a dog park key is needed, a \$100.00 deposit is also required.

Note: The Association requires that all owners renting their unit first obtain approval from the Board of Directors. Do not fill out this form if you have not yet obtained permission from the HOA to rent out your unit!

CHOA Property Address

Lease Start Date

OWNER CONTACT INFORMATION | *By law, all Association communication must be delivered to the Owner*

Owner Name(s)

Email Address

Phone Number

Additional Phone Number

Owner Mailing Address

TENANT CONTACT INFORMATION | *Please provide your tenant's most up-to-date information below*

Tenant Name(s)

Phone Number

Email Address

Tenant Name(s)

Phone Number

Email Address

KEY FOB & DOG PARK KEY DEPOSIT | *The key fob opens all pool and tennis court gates*

Do you need a key fob and/or dog park key? **Key Fob:** Yes No | **Dog Park Key:** Yes No

If a dog park key is needed, a \$100.00 deposit is required – checks only. **Please make your check payable to Cowell Homeowners Association**, delivered to the Business Office. Once received, the deposit will be cashed and will be refunded upon termination of the lease/return of the key. Key fobs are \$10.00 each, no deposit. Key fobs can be paid for with cash/check, and picked up at the Business Office during normal business hours.

AGREEMENT & UNDERSTANDING | *Please read below and sign indicating you understand the agreement*

I understand that failure to submit this form for each new tenant may result in the loss of my right to lease my Lot and/or forfeit of my place on the list of Lots approved for leasing. I, the Owner, also understand that per Article II, Section 14(f), I am responsible and liable to the Association for the actions of my tenants, including compliance with the Governing Documents.

Owner Name

Owner Signature

Date

OFFICE USE ONLY | *Key Fob Payment Received?*

Key Fob #:

Dog Park Key #:

Check #:

Date:

Check Name: