



## NOTICE OF INTENT TO LEASE / RENT YOUR HOME

This form must be completed and submitted to the HOA prior to leasing or renting your property.

### PROPERTY INFORMATION

- **Property Address:** \_\_\_\_\_
- **Owner(s) Full Name(s):** \_\_\_\_\_
- **Mailing Address (if different):** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

### LEASE / RENTAL DETAILS

- **Intended Lease Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Lease End Date (if applicable):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Will the lease be:**  Fixed-term  
 Month-to-month
- **Is this lease for the entire home?**  
 Yes  
 No (please explain): \_\_\_\_\_
- **Number of Occupants:** \_\_\_\_\_

### TENANT INFORMATION *(Primary contact for the household)*

- **Tenant Full Name:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Other Adult Tenants (18+):** \_\_\_\_\_
- **Number of Children (under 18):** \_\_\_\_\_

## DOCUMENTATION REQUIRED

Please attach the following:

- HOA Lease/Rent Application
- A copy of the signed lease agreement
- A government-issued ID for at least one tenant
- Any additional HOA-required lease addenda
- Contact information for tenant(s)

## OWNER ACKNOWLEDGEMENT

By signing below, I certify that I am the lawful owner of the property listed above and that the information provided is true and accurate. I understand that I am responsible for ensuring that my tenants comply with all HOA rules, regulations, and governing documents. I also acknowledge that leasing or renting without HOA approval may result in fines or other enforcement actions.

**Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_