

TENANT AND PROPERTY MANAGER INFORMATION FORM

This form must be completed by the LEGAL OWNER whenever a property is rented, leased, or placed with a professional management company, and must be submitted to Management before the tenant's move-in date. A copy of the fully executed lease agreement must be attached. If none of the information below changes at lease renewal, the Association will continue to rely on the most recent form on file.

Association Name: _____ Date: _____
Property Address: _____
Owner Name(s) (as reflected on title): _____
Owner Phone: _____ Owner Email: _____

SECTION 1 — PROPERTY MANAGEMENT COMPANY

- ☐ This property is self-managed by the owner (skip to Section 2)
☐ This property is managed by a professional management company (complete below)

Management Company Name: _____
Contact Person: _____ Phone: _____
Mailing Address: _____
Email: _____

SECTION 2 — LEASE TERM

Lease Start Date: _____ Lease End Date: _____ ☐ Month-to-Month (30 Day Minimum)
Move-In Date: _____ Number of Occupants: _____
☐ Copy of fully executed lease agreement attached (required)

SECTION 3 — TENANT INFORMATION

Name(s) of All Tenants on Lease: _____
Tenant Phone: _____ Tenant Email: _____
Emergency Contact: _____ Phone: _____

SECTION 4 — TENANT VEHICLE INFORMATION

Please list all household vehicles. If additional space is needed, attach a separate page.

Make/Model: _____ Year: _____ Color: _____ License #: _____
Make/Model: _____ Year: _____ Color: _____ License #: _____
Make/Model: _____ Year: _____ Color: _____ License #: _____

SECTION 5 — ACKNOWLEDGMENT OF GOVERNING DOCUMENTS

The undersigned owner acknowledges that a copy of the Association's CC&Rs, Bylaws, and Rules and Regulations has been, or will be, provided to the tenant(s) and property manager named above prior to occupancy. The owner remains fully responsible for tenant compliance with all governing documents, and for any fines, penalties, or damages resulting from tenant violations.

Owner Signature: _____ Date: _____

****Any subsequent changes to the information on this form, including a new tenant or new management company, must be submitted to Management using this form****

SUBMIT COMPLETED FORM TO:

Landmark Limited Group of Companies, Inc.

1731 E. Roseville Pkwy., Suite 100, Roseville, CA 95661 | Email: info@landmarklimited.net | Fax: (916) 746-0088