

# Rancho Viejo Homeowners' Association

## Owner Information

Unit Number: \_\_\_\_\_ Parking Space/Garage: \_\_\_\_\_ Date: \_\_\_\_\_

All Owners' Names: \_\_\_\_\_

Primary Contact's Name: \_\_\_\_\_

Primary Contact's Address: \_\_\_\_\_

*(This is the address that all notices and bills will be mailed to)*

Primary Contact's Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact's Email: \_\_\_\_\_

- Yes I would like to receive meeting notices  
 No and other correspondence by email.

**If Primary Contact is not local,  
please provide a local contact  
for emergencies:** \_\_\_\_\_  
Name, Relationship, Phone & Email:

Is the owner occupying this unit as his/her/their primary residence?  Yes  No

Is the unit being used as a second home?  Yes  No

If yes, how often is it occupied? \_\_\_\_\_

Is the unit being rented?  Yes  No

If yes, give dates of lease: From: \_\_\_\_\_ To: \_\_\_\_\_

### If Unit is Rented through a Property Management Company:

Property Manager's Name: \_\_\_\_\_

Property Management Company: \_\_\_\_\_

Property Manager's Address: \_\_\_\_\_

Property Manager's Email: \_\_\_\_\_

Property Manager's Phone(s): Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Other: \_\_\_\_\_

### Office Use Only

Confirmation of Owner - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation of Tenant - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Database - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Vehicle's Information Sent to HOA's Towing Company -** Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into Gate - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Pool Pin Numbers (Resident/Guest): \_\_\_\_\_ / \_\_\_\_\_ Gate Code: \_\_\_\_\_

Card Key Number(s): \_\_\_\_\_

Confirmation Letter Sent to Owner - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation Letter Sent to Tenant - Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Unit # \_\_\_\_\_

# Resident Information

Dates of Lease (*if tenant*) - From: \_\_\_\_\_ To: \_\_\_\_\_

Number and Street: \_\_\_\_\_ Unit Phone #: \_\_\_\_\_

**Please list all RESIDENTS in this unit (include ages of children):**

Name	Work Phone	Normal Work Hours	Cell Phone	Email
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Owner or Primary Leaseholder: \_\_\_\_\_

Other Residents: \_\_\_\_\_

_____
_____
_____
_____
_____
_____
_____

	Name	Relationship	Work Phone	Cell Phone	Home Phone	Email
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Who should be called in an emergency *regarding the unit?* \_\_\_\_\_

Who should be called in an emergency *regarding the residents?* \_\_\_\_\_

Names & Relationships of Frequent Guests: \_\_\_\_\_

Please list any pets:	Type (cat/dog)	Breed	Color	Weight	Name
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### Gate Directory Listing:

Your First Initial:  Your Last Name:

Phone # the Gate Should Call:  -  -

***I do not want my name listed in the gate directory.***  
  
Initials: \_\_\_\_\_

I agree to read the rules of The Rancho Viejo Homeowners' Association and have all other residents in my unit read it also. I will read it to any non-readers, including children, in my household, and translate it for anyone in my household who cannot understand English. I agree to abide by these rules and the CC&Rs and understand that I am responsible for any damaged caused by, or the actions of, myself, my children, my pets, my tenants, and my guests.