Tenant –Occupant Registration – Single Family Homes and Condominiums

To be signed by legal owner only

Received Date_____ MPR Acct # _____

Owner Name_____

MPR Property Address _____

Alternate Mailing Address _____

City, State, Zip _____

Primary Phone _____

Alternate Phone _____

Email _____

This is a self-managed property_____

If property is managed by a management company, please complete the following:

Property Management Company Information	Tenant Information (Pursuant to ARS 33-1806.01)
_____ Company Name	_____ Adult Tenant Name(s)
_____ Property Manager Name	_____ Phone and E-mail Address
_____ Phone and E-mail Address	_____ Lease Start Date Lease End Date
_____ Address	
_____ City, State, Zip	

Recreation Center Key – One Choice Only

_____ Only owner may purchase or replace key fob.
Owner initial

_____ Property manager or tenant may purchase or replace key fob.
Owner initial **(No refund will be given to the tenant. Keys must be returned to the property manager or owner at the end of the lease)**

Correspondence Distribution

For self–managed properties, our standard practice is that the owner and the tenant will be sent CC&R letters. For properties managed by a Property Management Company, CC&R letters will be sent to the owner and the Property Management Company. Please contact us if other arrangements need to be made.

Invoice Distribution – Please indicate how invoices are to be sent:

Send invoices to owner only_____ (Please initial)	Send invoices to both owner and Property Manager_____ (Please initial)

The Legal Owner & Tenant - Occupant
Agree to the Following Terms and Conditions

The MPR Board of Directors under the rule making authority granted by the CC&R's has adopted the information stated herein. The Rules and Regulations of the Association are not limited to those appearing here and are subject to change. All Members and tenants are subject to those changes, regardless of the date of signing this agreement.

General:

1. Limit of 1 key fob per property.

2. The legal owner is responsible for the completion of applicable forms and provisions of the required information. It is
   the responsibility of the legal owner to insure that all required fees and assessments are paid when due.

3. All rental property must be registered with MPRHOA.

4. Community privileges cannot be shared between the absentee owner and the non-owner occupants. Absentee legal owners must either assign or retain their facilities use privileges.

5. All Rules and Regulations, By-Laws and CC&R's must be followed and abided by at all times. The legal owner is responsible for any fines and/or penalties levied against tenants/occupants, including guests, for violations of any Rules and Regulations, By-Laws and CC&R's.

6. The guest policy shall be (4) per household for pools and (3) for tennis courts. A guest is someone who does not reside in the household.

7. An Architectural Request form must be submitted prior to any exterior modification to a property, and the form must be signed by the legal owner.

Lost Key Fob:

A replacement recreation center key fob for all facilities is $40.00 each.

Association Assessments:

Single family residential property assessments are due, in full, January 1 and July 1 of each year. It is the responsibility of the owner to pay on time regardless of the receipt of a bill or statement.

No owner shall enter into any lease for less than the entire unit or for a term of less than 30 days.

I, the legal owner, have read and agree to abide by all terms and conditions stated on this document and in the MPR Rules and Regulations. I also understand that I am responsible for any fines and/or penalties levied against tenants-occupants for violation of any Rules and Regulations, By-Laws and CC&R's.

SIGNATURE (Required) **NAME (Print Legibly)** **Date**