



TENANT REGISTRATION

❗ REMINDER: EACH FORM SUBMISSION MUST INCLUDE A COPY OF THE EXECUTED LEASE

Please complete entire Form and provide it to Carriage Mill Homeowners Association **prior** to the tenant's occupancy. **NOTE: The minimum length of time a home may be rented and/or when a rental agreement is renewed is ONE year.** This form must be completed prior to the date of commencement of each new lease agreement upon Board approval. It is the Owner(s) responsibility to provide a copy of the Declaration of Covenants, Conditions, Architectural Guidelines, Rules and Restrictions for the Carriage Mill Homeowners Association to the tenant(s) with each lease.

HOMEOWNER INFORMATION:			
Homeowner Name(s):		Date:	
Homeowner Name(s):		Date:	
Property Address:			
Offsite Address:			
Email Address:		Home Phone:	
Cell Phone:		Work Phone:	

IN CASE OF EMERGENCY, PLEASE CONTACT:			
Emergency Contact Name:		Relationship:	
Emergency Contact Cell Phone:		Home Phone:	
		Work Phone:	
Emergency Contact Name:		Relationship:	
Emergency Contact Cell Phone:		Home Phone:	
		Work Phone:	

PROPERTY MANAGEMENT INFORMATION:			
Property Manager:		Date:	
Mailing Address:			
Email Address:		Office Phone:	
Alternate Phone:		Fax:	

TENANT INFORMATION:			
Number of Adults:	Number of Children:	Number of Cars:	
OCCUPANTS: <i>Maximum occupants of two (2) per bedroom, per city code §36-105.4</i>		RELATIONSHIP TO RESPONSIBLE ADULT:	
#1 Occupant Name:			
#2 Occupant Name:			
#3 Occupant Name:			
#4 Occupant Name:			
#5 Occupant Name:			
#6 Occupant Name:			
TENANT TELEPHONE NUMBER(S): <i>Numbers are used for emergency purposes only</i>			
Cell Phone:	Home Phone:	Work Phone:	
Lease Start Date:		Lease End Date:	

NOTE: NO GUESTS SHALL OCCUPY THE RESIDENCE FOR LONGER THAN A TWO (2) WEEK PERIOD WITHOUT PRIOR APPROVAL.

VEHICLE REGISTRATION: Maximum of 2 Vehicles per unit			
Make/Model	Year	Color	License Plate #

PET REGISTRATION: Maximum of 2 Approved Domestic Pets per unit				
Pet's Name	Type/Breed/Color	Sex	Age	License or ID Number
		M or F		
		M or F		

PLEASE NOTE: Pit Bulls or Pit Bull Crossbreeds, Dobermans, Chows, Rottweilers, Akitas, Malamutes, Shar Peis, Bull Mastiffs, Boxers, Huskies, Dalmatians, German Shepards, Presa Canarios, Dogo Argentinos, Cane Corsos, Tosa Inus, Staffordshire Terriers, Wolf Hybrids and American Bulldogs are NOT permitted in the community at any time, trained and certified animals accepted. By signing this form, the homeowners/residents certify that no such animal is permitted on this property.

Code of Virginia 3.2-65 (Article 5) requires all dogs older than four months of age to have a current rabies vaccination, and purchase a dog license from the locality in which they live. The General Assembly made this decision to help prevent the spread of rabies in Virginia.

When dogs are vaccinated against rabies, veterinarians are required to submit that documentation to your local Treasurer's Office. Cats do not require licensing, however, must be vaccinated against rabies.

Dog owners who have not yet purchased a dog license by the time the documentation is submitted will receive a license application from the Treasurer's Office, with instructions on how to purchase a license.

OWNER TO VERIFY AND INITIAL EACH OF THE FOLLOWING REQUIREMENTS:

- _____ The Owner shall explain the CC&Rs, Rules and Regulations and all HOA policies to Lessee/Tenant.
- _____ The Owner understands that they are fully responsible for actions of the Lessee/Tenant in relation to any violation of the Association CC&R's, Rules and Regulations and HOA policies. The Owner is subject to any action related to the enforcement of these documents.
- _____ A copy of the signed Association Tenant Registration Form will be forwarded to the Association at least five (5) days prior to the commencement date of the lease.
- _____ The Owner understands that any and all assessments must be paid in full and that the account must remain in good standing.
- _____ The Owner shall pay a \$50.00 processing fee with each new tenant/renewal. *(Please include a check or money order to the Association along with completed registration)*

TENANT TO VERIFY AND INITIAL EACH OF THE FOLLOWING REQUIREMENTS

_____ The Lessee/Tenant certifies that he/she has been given the CC&Rs, Rules and Regulations and all HOA policies. I/We have read and agree to comply with the terms and conditions set forth within these documents and understand that a violation thereof provides cause for immediate action.

Return form to: Carriage Mill Homeowners Association, PO Box 65055, Virginia Beach, VA 23467

Your signature(s) shall certify that the above information is complete and accurate, and that a copy of the Rules & Regulations has been furnished to and received by tenants and that he/she has read, understand and agree to all terms and conditions as well as the full compliance of the owner, all occupants, and guests on premises.

Agreed and accepted by all parties below:

_____	_____
Owner/Agent Signature	Date
_____	_____
Owner/Agent Signature	Date
_____	_____
Lessee/Tenant Signature	Date
_____	_____
Lessee/Tenant Signature	Date

It will be the responsibility of the owner/agent(s) to notify the Association upon the arrival or departure of any lessee/tenant(s) under the lease agreement.