

## Willow Hills Homeowner's Association - Tenant Registration Form

**Owner's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email: \_\_\_\_\_ Check, to opt in for electronic mail.

**Property Address:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**Tenant Information:**

Tenant Name	Phone Number

**Lease Term:** \_\_\_\_\_ **Date Tenancy Begins:** \_\_\_\_\_ **Date Tenancy Ends:** \_\_\_\_\_

**Tenant Vehicle Information:**

Make	Model	Color	License #

*If your tenant would like to receive electronic correspondence and notices from the association, please provide an email address:*

\_\_\_\_\_

In accordance with ARS §§ 33-1260.01 and 33-1806.01 – Owners must provide the following information regarding their unit – (1) name and contact information of all adult tenants in the unit; (2) the time period, including beginning and ending date of any lease or rental agreement; (3) a description and license plate number of the tenants' vehicles.

This form should be completed and returned to the Association, along with the registration fee, prior to the commencement of the lease, but no later than 15 days thereafter. A penalty of \$15 is levied if not returned, is incomplete, or is late.

**Tenant Registration Fee \$ 25.00 (Please make your check payable to Willow Hills Homeowner's Association.)**

**Lease**, means and refers to any agreement for the leasing or rental of a Unit, whether written or oral and includes any agreement written or oral for the exchange or use of a Unit, by one other than the Owner, whether payment for rental is a provision or not.

**Please return by:**  
 Fax to (928) 445-4453 (no cover sheet needed)  
 Email to [info@tcpm.net](mailto:info@tcpm.net)  
 Mail to Tri-City Prop Mgmt, 302 W Willis Suite 101, Prescott, AZ 86301

\_\_\_\_\_  
 Signature of Owner or Rental Agent

Date Submitted: \_\_\_\_\_

**Management Use Only:**

Date Received: \_\_\_\_\_

Processed By: \_\_\_\_\_