

Village Towns HOA

Professionally Managed by Community Management Inc.

Village Towns HOA
PO Box 571885
Salt Lake City, UT 84157

REQUEST FOR LEASE INFORMATION

Dear Homeowner/Agent,

We are auditing our files in an effort to update our Homeowner/Rental Information. Per Article 3.25 of the Covenants, Conditions, and Restrictions of the Village Towns Homeowners Association, "Any agreement for the leasing, rental, or occupancy of a unit shall be in writing and a copy thereof shall be delivered to the association before the term of the Lease commences".

Please provide a copy of the Lease Agreement and complete the attached Owner/Tenant form, including the Tenant's Emergency Contact Information. Please send this requested information to the following:

Village Towns HOA
c/o Community Management Inc.
P.O Box 571885
Salt Lake City. UT 84157

You can also email a copy of the Lease Agreement, completed Owner/Tenant form, and Emergency Contact Information to office@communitymanagementinc.com in order to follow the current Association Rules and avoid penalties. If you are using a property manager to oversee your rental on your behalf, please provide their contact information and their emergency contact information as well. Should you have any questions, please feel free to contact our office.

office@communitymanagementinc.com

Sincerely,
HOA Board
Condominiums Homeowners Association

OWNER/TENANT INFORMATION FORM

HOA COMMUNITY: _____

UNIT ADDRESS: _____

OWNER(S) ON TITLE: _____

MAILING ADDRESS:

PHONE NUMBERS: HOME: _____ WORK: _____

MOBILE: _____ OTHER: _____

EMAIL: _____

TENANT NAME(S): _____

PHONE NUMBERS: HOME: _____ WORK: _____

MOBILE: _____ OTHER: _____

Please complete this next section if you have employed a property manager/property management company to manage this unit:

I employ a property manager/property management company YES No

I want all HOA correspondence & statements sent to

MANAGEMENT COMPANY

MYSELF

OTHER

MANAGER NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____