

HERITAGE TOWNHOMES TENANT REGISTRATION FORM

TO BE COMPLETED BY PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE

Please complete, sign, and return to Association Services BCS:

By MAIL or IN PERSON: 1701 Southwest Pkwy Ste 209 College Station, TX 77840

By EMAIL: help@associationservicesbcs.com

Please only complete the following form if this will be a rental unit. If your child will be occupying the unit, they should be listed on this form as a tenant. If this will be your primary residence or a weekend home, please complete a separate owner registration form.

OWNER CONTACT INFORMATION

HOA Address: _____
Street

Owner Name: _____

Mailing Address: _____
Street

City State Zip Code

Owner E-mail Address(es): _____

HOA Communications are sent by e-mail only unless required by governing documents or law.

Cell Phone #(s): _____ Alternate Phone #(s): _____

Emergency Contact if you cannot be reached:

Name: _____ Phone #(s): _____

I UNDERSTAND THAT:

- I am responsible for ensuring all tenants comply with all HOA governing documents.
- I must provide a current, unexpired copy of my homeowners insurance for my property in Heritage Townhomes and continue to do so with each policy renewal.
- I must provide a complete tenant registration form for all leases and subsequent renewals if my property is a rental.

Owner or Authorized Representative Signature:

PROPERTY MANAGEMENT COMPANY/PERSON CONTACT INFORMATION

Property Manager Name: _____

Contact Person: _____

Cell Phone #: _____ Office Phone #(s): _____

E-mail Address(es): _____

Mailing Address: _____

Street

City

State

Zip Code

PLEASE INDICATE BELOW HOW YOU PREFER THE FOLLOWING COMMUNICATIONS

___ **Do** Copy my leasing company on my HOA account

___ ALL Communications

___ Billing

___ Violations

___ Announcements/News

___ **Do not** copy my leasing company on my HOA account

TENANT CONTACT INFORMATION

Tenant Name: _____

Cell Phone #: _____

E-mail Address: _____

Lease Start Date: _____

Lease End Date: _____

Car Information:

Make: _____ Model: _____ Color: _____ Tag #: _____

Copy of HOA Documents Has Been Provided to Tenant: ___ Yes ___ No

Tenant Name: _____

Cell Phone #: _____

E-mail Address: _____

Lease Start Date: _____

Lease End Date: _____

Car Information:

Make: _____ Model: _____ Color: _____ Tag #: _____

Copy of HOA Documents Has Been Provided to Tenant: ___ Yes ___ No

Tenant Name: _____

Cell Phone #: _____

E-mail Address: _____

Lease Start Date: _____

Lease End Date: _____

Car Information:

Make: _____ Model: _____ Color: _____ Tag #: _____

Copy of HOA Documents Has Been Provided to Tenant: ___ Yes ___ No