

Tenant – Occupant Registration

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INCOMPLETE FORMS CANNOT BE PROCESSED

Legal Owner(s) and Tenants-Occupant(s) Agree to the Following Terms and Conditions

The information stated herein are excerpts from the Teravista Community Handbook and as such, are not limited to those appearing here. The Teravista covenants, guidelines, and rules are subject to change, and all members, tenants-occupants, their invitees, and guests are subject to those changes, regardless of the date of signing this agreement.

GENERAL

1. The Legal Owner is responsible for the completion of this form and any other requested information by the Association. In addition, it is the responsibility of the Legal Owner to insure that all applicable fees are paid.
2. All Tenants-Occupants must be registered with the Association within fifteen (15) days of moving onto the property with a lease 6-months or greater in length. Failure to do so is a violation of the rules and is, therefore, subject to appropriate enforcement including penalties and fines. A current lease must remain on file with the Association, otherwise fobs will be deactivated and the Legal Owner will be charged for unreturned fobs.
3. Privileges cannot be shared between the absentee Legal Owner(s) and the Tenants-Occupants. Owners must assign their membership privileges.
4. *Tenant Facility fobs* may not, at any time, be transferred to any other person or property.
5. Registered Tenants-Occupants may be assigned member privileges only if the Legal Owner(s) has completed a Facilities Use Agreement and a Tenant-Occupant Registration Form. If so, one (1) *Tenant fob* will be issued at no charge. Additional *Tenant Facility fob* may be issued for a user fee of \$30.00 each. The Legal Owner is responsible for all fobs issued. Minimum age requirements for access into the various Facilities vary. See the Facility Rules for details.
6. All covenants, guidelines, and rules must be complied with at all times. Legal Owners are responsible for any fines and/or penalties levied against Tenants-Occupants, including guests and invitees, for violation of any covenants, guidelines or rules.

LOST / DAMAGED FACILITY FOBS

1. Lost / damaged *Tenant Facility fob(s)* must be reported to the Association office in person, in writing, or by phone during regular business hours.
2. A reported lost / damaged *Tenant Facility fob(s)* will be immediately deactivated.

RETURN OF FOBS

1. All *Tenant Facility fob(s)* must be returned directly to the Association office within the following time restrictions (whichever comes first):
 - (a) **No later** than the close of escrow.
 - (b) **Before** the date of entering into any lease agreement with a New Tenant-Occupant.
 - (c) **Before** vacating the property.
2. Failure to return all tags within the above time restrictions will result in a lost/unreturned Facility Access fob fee of \$30.00 per tag and subsequent Tenants-Occupants or Legal Owner(s) will not be eligible for Facility Access Tags until all previously issued tags are returned and / or appropriate fees paid.

ASSOCIATION ASSESSMENTS

All assessments are due, in full, on the first day of each month. The Legal Owner can access account information through TownSq.io. It is the Legal Owners responsibility to pay the Association assessment in full each month, regardless of receipt of the coupons.

ASSOCIATION COVENANTS, GUIDELINES, AND RULES

The Association has the authority to change the covenants, guidelines, and rules. Members are notified of any changes through written notification or via the intranet. All Members, Tenants-Occupants, guests, and invitees are required to comply with any changes. Current changes are available on TownSq.io.

ENFORCEMENT

According to the enforcement provisions of the governing documents, in addition to the fees / penalties described, a fine of \$25.00 per day for each violation will be levied on a Member who fails and / or on behalf of their Tenants-Occupants who fail to abide by the covenants, guidelines, and rules.

Legal Owner Signature

Legal Owner Name (Please Print Legibly)

Date

Tenant-Occupant Signature

Tenant-Occupant Name (Please Print Legibly)

Date