Harmony Ridge Townhouses Association

Consolidated HOMEOWNER EMERGENCY CONTACT INFO & LANDLORD RENTAL REGISTRATION FORM

*** ALL Homeowners must submit this form annually with Dues and or whenever the information changes ***

Homeowner Name: _____

Harmony Ridge Address: _____

Your Mailing Address: _____

_____ State: _____ ZIP: _____

Home Phone: (____) _____ Harmony Ridge Phone: (_____)_____

Email Address: _____ @ _____

Email Address: _____ @ _____

List cell phone numbers for all listed on the deed to your property:

Emergency **CELL #**:(_____)_____Emergency **CELL #**(_____)_____

Please initial one of the following selections and submit to our Property Manager according to the instructions provided here.

- *Initial here:* ____ - **I do NOT rent my unit nor intend to do so.**
  - I provided current emergency contact information above. I will sign at the X in yellow below and then **do not need to complete anything else** on this form. I will submit this completed document with my Dues payment to Harmony Ridge Townhouses Association via our Property Manager: Justin Clarke at Preferred Management, PO Box 687, Moscow PA 18444 or via email to justinc@preferredmanagement.org.
  - I will share the information contained on the 'Harmony Ridge Notice to Renters & Guests' (located on the last page of this document) with my visitors and guests for awareness.
  - I do not rent: **X**_____ _____/_____/_____

- *Initial here:* ____ - **I DO rent my unit and/or am promoting, marketing, advertising my unit as a potential rental.**

- Harmony Ridge Homeowners who lease/rent/collect any funds for use of their unit (short or long term) are required to **complete this form in its entirety (both pages)** and return it to Harmony Ridge Townhouses Association via our Property Manager: Justin Clarke at Preferred Management, PO Box 687, Moscow PA 18444 or via email justinc@preferredmanagement.org.
- **Homeowners who rent must submit this form prior to any promotion, marketing, and/or use of your unit for rental purposes.**

Rental Term(s) (Check all that apply):

[ ] Daily [ ] Weekly [ ] Monthly [ ] Seasonally [ ] Yearly

Maximum Sleeping Capacity for your BH Unit: _____

Rental Management Company: _____Emergency Phone: (_____)_____

Agent / Manager: _____ Emergency Phone: (____)_____

Homeowners Insurance Company: _____Policy #:_____

Agent: _____Phone: (____) _____Expiration Date: ____/____/____

Pet (check one): ___ Homeowners own a pet animal. Type: _____Breed/mix: _____
___ Homeowners do not own a pet animal.

Initial each of the following:

- Homeowner is responsible for complying with all Kidder Township and Carbon County rental codes, regulations, and declarations. _____ initial here
- My insurance coverage covers rental use of my property (specifically) _____ initial here
- I understand that all guests, occupants, and renters shall be the direct responsibility of the unit Homeowner with whom they reside, are visiting, or are renting from. All must adhere to the Harmony Ridge Rules and Regulations, and Infraction Policy. Fines and/or fees are issued to the Homeowner, who is also fully responsible for payment. _____ initial here
- I will advise all renters that the earth/ground on which my deck resides, and all ground that surrounds my property, is not my private property. Rather, it is Harmony Ridge Townhouses Association shared common ground which is subject to the Harmony Ridge Rules & Regulations. _____ initial here
- I will include the 'Harmony Ridge– Notice to Renters & Guests' form (see next page) in my rental/visitor signature documents. I will also post the 'Harmony Ridge – Notice for

Renters' in a highly visible location inside my home (i.e., back of front door or front of refrigerator). _____ initial here

X_____ _____/_____/_____

Homeowner Signature