

Homeowner / Tenant Information Form

This form is required to be submitted to the property manager within 30 days of transfer.

Circle one- Homeowner Tenant Other-_____

Address of Property_____

Name of Homeowner/Landlord_____

Address of Landlord_____

Name of Tenant_____

Other Adults_____

Home phone_____ Cell phone_____

Email address_____

No. of Children/Ages _____

No. of and type of pets_____

Is the tenant under a lease? YES___ NO___ Date started?_____

Does the landlord have a property management company? YES___ NO___

If yes name/phone of company_____

Landlord requests notices or violations to be Cc'd to tenant? YES___ NO___

If yes, who do you want the CC to go to (either/or)? Prop Mgmt.____ Tenant____

Did the tenant receive a copy of the Association's Documents? By who? _____

****If you did not receive a copy please visit www.pmsolutionssc.com under the community pages for access to your community documents.****

Covenants/Master Deed _____ Yes _____ No

By-Laws _____ Yes _____ No

Rules & Regulations Policy _____ Yes _____ No

Note- It is the landlord's responsibility to provide this information to the tenant and advise them of the HOA'S CCR&E's and Rules.

This info will be used to update our file which will be kept confidential. Thank You.