



# Realtors, Property Managers, Tenants & Owners

All paperwork (unit registration, pet registration), fees and copy of Leases must be submitted and filed by Pier Colony property management prior to move-in.

## NO EXCEPTIONS

1. Provide a copy of the lease that meets the CC&R requirements prior to the Tenant gaining access.
2. Provide the move-in fee of \$150 and an activation fee of \$35 for each Fob and Tag. (one Fob per person and one Tag per vehicle) Should Owner or Tenant not have either a Fob or Tag, the cost is \$35 each
3. Provide the Management Company a “Pier Colony Unit Registration” with the Tenant or Owner’s information prior to move-in.
4. Provide a signed “Pet Registration” form if a pet is a part of the lease. The pet must meet the Pet Rules.
5. Provide a copy of the HOA Rules and Regulations to your Owner/Tenant and have your Tenant sign that they will comply.
6. Provide the HOA with a copy of the Tenant’s signature on that agreement prior to the move-in.

**There will be No Move In until all forms above have been completed (Moving vans, trucks and Tenants will be denied access)  
Fobs or Tags will NOT be activated until the items above have been completed.**

All new Tenants must have a FOB and a Tag assigned to their vehicle.

“Welcome New Tenants” and “Welcome New Homeowners” packets are available through [www.piercolony.com](http://www.piercolony.com)

Thank you

Management

Rev 2/16/2020 (File to: “Completed Forms” Filing Cabinet)

Move-In Requirements.docx