

# TESS Property Management

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## LEASING OR RENTING YOUR UNIT

If you plan to lease or rent your unit in Windwood Township HOA, contact the management company before you complete your negotiations with a prospective tenant. In order to protect your investment and those of the Association, it is essential that you obtain a signed declaration from your tenant. This is reproduced below. Copies of this form and the Windwood Township Rules and Regulation are available upon request.

### LEASE/RENTAL DECLARATION AND INFORMATION FORM

**ADDRESS:** \_\_\_\_\_

**FULL OWNER(S) NAME(S) AND PHONE NUMBER:**

\_\_\_\_\_

**FULL OWNERS MAILING ADDRESS** \_\_\_\_\_

**FULL TENANT(S) NAME(S):**

\_\_\_\_\_

**TENANT PHONE #'S:** \_\_\_\_\_

**TENANT VEHICLES: MAKE, MODEL, COLOR, AND LICENCE PLATE #'S (ALL VEHICLES):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I acknowledge receiving a copy of the Windwood Township Rules and Regulations. I accept the responsibility of informing and requiring all persons' resident in this unit, during the term of my occupancy, including all guests; to likewise abide by them. I acknowledge receipt of and take full responsibility for the key(s) to the owner and relinquish all rights to the use of the Community facilities.

*Tenant(s) Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Owner's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**PLEASE RETURN A FULLY EXECUTED COPY TO TESS PROPERTY  
MANAGEMENT FOR THE ASSOCIATION RECORDS**