



A PROFESSIONAL PROPERTY MANAGEMENT COMPANY

Essex Association Management, L.P.
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OWNER/TENANT INFORMATION SHEET

Community Name: _____

Please complete and return the requested information so we can better assist you.

Property Address: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Owner's Phone #: _____

Property Owner's Email Address: _____

Owner/tenants represent the following information as true and correct and consent to further inquiry.

Persons who will occupy the above rental address -

Primary Tenant(s) Name(s): _____

Tenant's email address: _____

Tenant's Phone #: _____

Tenant's Prior Address _____

Use this line if primary tenants have different prior addresses



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Name all other persons who will occupy the property -

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

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Pets -

Name: _____ Type of animal: _____ Breed: _____ Weight: _____

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Vehicles to be parked on the premises -

Make: _____ Model: _____ Year: _____ License Plate: _____ State Registered _____

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No more than the maximum number of vehicles listed in the CCR's are allowed. Vehicles should utilize the garage and driveway for parking of all vehicles.

Owner(s) Address where approved application can be sent: _____

City _____, State _____, Zip _____

Property Owners, please complete the following if applicable:

Will the Tenant Require Pool Key Access? YES NO # of Keys required: _____
(Agent will not release pool key directly to Tenant unless Owner signs Pool Key Request/Release Form. Tenants may not request pool keys or replacements)

Will you require additional/replacement keys? YES NO # of Keys required: _____

Please keep in mind that all previous keys issued for this address can be used for reactivation. If you have an existing pool key, that key can be issued to the tenant. If it has been deactivated, you may email poolkeys@essexhoa.com for assistance or select "pool" in the drop down menu from the Association's website. If you need a replacement key or want additional pool keys, your community requires a \$25 fee per key which must be paid in advance. Upon request, the Association may charge your account for the costs of pool keys however, prompt payment must be made to avoid having the keys deactivated.

