

Myrtle Trace Homeowners Association, Inc.
Owner/Tenant Registration Form and Agreement

Please complete all responses requested on this Form and Agreement and mail it to the Accounts Receivable Consultant **prior** to the tenants moving in. **NOTE: The minimum length of time a home may be rented and/or when a rental agreement is renewed is ONE year. This form must be completed prior to the date of commencement of each new lease agreement. It is the Owner(s) responsibility to provide a copy of the Declaration of Covenants, Conditions, Reservations and Restrictions for the Myrtle Trace Homeowners Association, Inc., as amended, (Declaration”), Bylaws and Rules, Regulations and Association Policies and Procedures for the Myrtle Trace Homeowners Association, Inc. (“Association”) and ARC Homeowners Guidelines and Restrictions to the tenant(s) with each lease.**

1. OWNER(S) PROPERTY ADDRESS
Name(s): _____

Current Owner’s Mailing Address for Association correspondence:

Contact Phone Number: _____ Cell #: _____

2. **EMERGENCY CONTACT:** If the owner(s) cannot be reached, the following person may be contacted:

Name: _____ Phone: _____
Cell#: _____

3. TENANT(S)

Name: _____ Date of Birth (DOB): _____

Name: _____ Date of Birth (DOB): _____

Tenant’s Contact Phone Number: _____ Cell#: _____

Name and relationship of all other persons who will occupy the residence:

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

4. As the tenant, I/We hereby certify knowledge of the existence and contents of and acknowledge receipt of a copy of the complete set of Declarations, Bylaws, Rules, Regulations, Policies and Procedures and ARC Homeowners

Guidelines and Restrictions of the Myrtle Trace Homeowners Association, Inc. I/We agree to comply with the terms and conditions set forth in these documents and understand that a violation thereof provides cause for immediate action as provided in these documents.

Tenant(s) Initials _____

5. As a tenant, I/We acknowledge that the privilege to use any of the common areas and facilities may be revoked by the Association, for reasons including, but not limited to, failure of the property owner(s) to pay homeowner Assessments/due on a timely basis and for any violations of the Declaration, Bylaws, and Rules and Regulations of the Myrtle Trace Homeowners Association, Inc.

Tenant(s) Initials

6. Owner(s) are responsible for the conduct of leases, tenants, children and other family members, agents, contractors and all other in, on or about a residence or any part of the property and violation of the Association Documents by any of these persons constitutes a violation by such owner(s) including any damages. The Owner(s) are responsible for enforcing the Association Documents against any Tenants or occupant, including terminating the lease or occupancy of the Tenant(s) if the Association or owner(s) believes it is necessary. The owner(s) are responsible for any fines levied as a result of the conduct of said tenant(s) or occupant(s) of the property.

Owner(s) Initials

7. During the term of the rental agreement, if there is a change in the number of tenants who will be full-time occupants in the residence, the Owner must submit to the Accounts Receivable Consultant a written statement listing the changes including: name, relationship, and date of birth. This information including additional occupant(s) or occupant(s) who will no longer be occupying the residence must be done within ten days of the change.

Owner(s) Initials: _____

Tenant(s) Initials: _____

8. In accordance with Article VII, section 1 of the covenants, at least one individual listed on the rental agreement must be fifty five (55) and reside full time in the rental property. Should conditions change where no individual listed on the rental agreement meets this criteria, the rental agreement must be terminated. The property Owner must advise the remaining tenant(s), that the must vacate the rental within thirty (30) days. Failure of the Owner to do so and tenant sill in rental after thirty (30) days will result in the property owner(s) being assessed a fine of five hundred (\$500.00) dollars. Additional fines of ten dollars (\$10.00) a day shall be assessed against the property owner(s) until tenants have vacated the rental.

Owner(s) Signature _____

Tenant Signature _____

9. It will be the responsibility of the owner(s) to notify the Association Accounts Receivable Consultant upon the arrival or departure of any tenant(s) under the lease agreement.

Owner(s) Initials

10. Tenant(s) Move-In Date: _____ Lease Expires On: _____

10. Agreed and accepted by all parties below:

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Failure to complete and return this form to the Association prior to the move-in date will result in the property owner(s) being assessed a fine in the amount of \$500.00. Additional such fines, in equal amounts, shall be assessed against the owner for succeeding monthly periods at the close of which the required agreement has not been submitted. Please return this form to the Myrtle Trace Homeowners Association, Inc., Attn: Accounts Receivable Consultant, 101 Myrtle Trace Drive, Conway, SC 29526.

Revised and approved October 20, 2021