Brooktree Square Homeowners Association

Property Address	Member Number

Resident Emergency Registration Form

Please choose a reason for update:

- ☐ New Owner
- ☐ New Tenant (Move In/Out fee Included)
- ☐ Address Change
- ☐ Vehicle Change
- ☐ Annual Update-No Changes

Please specify resident status:

- ☐ Owner Occupied
- ☐ Tenant related to Homeowner
  Relationship: _____
- ☐ Tenant Occupied
- ☐ Unoccupied

Please choose one address for all correspondence, including account statements, Association notices and monthly newsletters. Tenants must be provided copies of Newsletters and notices by the Homeowner or Agent.

Homeowner (Must match name on Grant Deed)

Name	Email	
Mailing Address		
Phone	Cell	Work

☐ **Tenant**

Name	Lease begins	Lease ends
Email		
Phone	Cell	Work

☐ **Property Management Company**

Company	Agent	
Address		
Phone	Cell	Email

Tenants have received and reviewed copies of the following:

☐ **Bylaws** ☐ **CC&R's** ☐ **Rules Handbook** ☐ **Parking Rules**

Please attach a copy of the lease agreement and criminal background check for all tenants.

☐ Move In/Out Fee $200 payable to: Brooktree Square HOA (Required for any change of occupancy)

Vehicle

Please complete for ALL vehicles in your household including motorcycles.
Any vehicle without current insurance or registration is subject to tow at the owner's expense.

Make	Model	License Plate	Owner

Resident

In the event of an emergency, it is important that we have accurate information regarding the residents of the community. Please complete for all residents, including children, and pets living in the unit.

Name	Relationship	Phone number

Pets

☐ Dog ☐ Cat	Breed	Weight	Name	
☐ Dog ☐ Cat	Breed	Weight	Name	

Date Competed	Homeowner Signature

Please return to: Management Solutions, 6200 Buena Vista Dr., Newark CA 94560
(510) 659-8969 (510) 656-4495 fax managementsolutionshoa@gmail.com