

CENTENNIAL GLEN HOA
STATEMENT OF OCCUPANCY

Section 11.8 of the amended and Restated Bylaws dated March 23, 2018 requires all homeowners to complete, sign, and return this form. Normally, this form will be part of closing documents; however, if not completed at closing, it should be completed within 14 days after closing. The completed form may be delivered to one of the HOA Board members or mailed to Centennial Glen HOA P.O. Box 50436, Colorado Springs, CO 80949-0436.

In addition, this information should be kept current. Any changes to this information should be provided within 14 days of any change.

If you decide to rent your property, see the instructions on page 2 and complete the required procedures and provide the required information:

HOMEOWNERS NAME(S) _____

PROPERTY ADDRESS: _____

DATE PROPERTY OCCUPIED: _____

NUMBER(S)/TYPE(S) OF PETS: _____ (NO MORE THAN TWO DOGS OR CATS ARE ALLOWED)

OWNER'S PHONE # _____ OWNERS PHONE #: _____

EMAIL ADDRESS: _____, EMAIL ADDRESS _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

If you would like to have a designated representative receive all of your official notifications from the HOA, please complete below:

REPRESENTATIVE:

NAME; _____ PHONE NUMBER: _____

ADDRESS: _____

If you prefer your official notifications from the HOA in a language other than English, please indicate below:

STATEMENT OF OCCUPANCY

FOR RENTAL PROPERTY

Homeowners (or their designated representative) renting or leasing the property within Centennial Glen HOA will provide the tenants a complete printed copy of the Association Bylaws, declaration of Covenants and policies and procedures (Resolutions) in conjunction with the signing of the rental/lease agreement. These documents are easily accessed at www.centennialglen.com under documents.

Tenants need to sign this form to indicate they have read the documents, understand the documents, and will adhere to the conditions stated in the documents.

This document is due to Centennial Glen HOA no later the 14 days following the signing of the lease agreement.

NAME(S) OF TENANT(S): _____

TERM OF RENTAL/LEASE AGREEMENT: Inclusive date _____ thru _____ (TERM MUST BE FOR A MINIMUM OF 180 DAYS)

NUMBER /TYPE(S) OF PET(S): _____ (NO MORE THAN TWO DOGS OR CATS ARE ALLOWED)

TENANT'S PHONE #: _____

TENANT'S PHONE # _____

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

TENANT SIGNATURE(S):

_____, DATE _____

_____, DATE _____

Homeowner(s) acknowledge they have provided tenant(s) with copies of all required HOA Documents.

OWNER SIGNATURE(S)

_____, DATE _____

_____, DATE _____