

OWNER(S) ON RECORD _____

PROPERTY ADDRESS _____ SAN DIEGO, CA 92127

OWNER MAILING ADDRESS _____

E-MAIL _____ CELL _____

E-MAIL _____ CELL _____

IF APPLIES →LIST PROPERTY MANAGEMENT & ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

EMAIL _____

Use of the Club Facilities can be retained by the owner(s) or delegated to the renters / tenants. Both cannot have the use to the Club facilities. Please check the box below that applies.

Effective 05-09-18, all new rental changes must include a processing fee of \$25. This fee applies when Club Facility use is delegated to renter(s). A new form and the fee must be submitted for each rental occupancy change.

- CHECK ONE:**
- I am an Offsite owner & **will retain club use**, renters DO NOT have Club access, no fee.
 - Tenants / Renters will be granted club facility use **and owners DO NOT have Club use**. Included is the processing fee (\$25.) to process this transfer of club facility use.

TENANT / RENTER INFORMATION MOVE IN DATE _____

LIST ALL OCCUPANTS OF THE HOME →Include phone #'s, email if available, and # of children

ADULT _____ Phone _____

ADULT _____ Phone _____

ADULT _____ Phone _____

ADULT _____ Phone _____

of children in home _____ Email If available _____

I have read and agree to have myself and any tenant(s) / renter(s) abide by all Governing Documents (CC&Rs, all rules and regulations, Facility Use Policies, other) of the High Country West POA. As the owner of the home I understand it is my responsibility to provide this information to all tenants and guest along with forwarding any pertinent updates and rule changes immediately to the tenant / renters as they become effective.

I also understand that it is the Owners responsibility to update this Document and submit a new form with processing fee when occupants change in the home. **This form must be completed and turned in with processing fee to the attention of the Club Manager before any Club Access ID tags will be issued to renters.** No Club use will be granted to tenants should the owner retain the rights to use the HCW Facilities (Facility Use Policy).

Owner(s) Print: _____

Owner's Signature _____ DATE _____

Return Completed Form to: High Country West POA -16003 Turtleback Road - San Diego, CA 92127
Email manager@highcountrywest.com - Web: highcountrywest.com