

Resident Info Packet

Please complete all blanks of form and return to Office.

If additional space is needed please use back of sheet, clearly labeling additional information.

This must be completed and filed with office before a card-key for amenities will be issued.

UNIT NUMBER _____ **Resident is:** Owner Tenant(Renting) **DATE** __/__/____

If "Tenant" box is checked, please complete resident portions of form, then have owner (or agent) complete and turn in form. Must have owner (or owners authorized agent) signature.

Name(s Resident): _____ **Adult** **Child-Age** _____

_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Owner Information: If different from Resident. If owner has agent -Please include all info for owner here & agent info on back.

Name _____

Address _____

City, State, Zip _____

Phone _____ Cell _____

Email: _____

Lease on File in Office: YES NO

Lease expires on __/__/____

Resident Contact Info: Please list contact info for *All* adults in the home.

	Number	Name	Employer (Name & Address) List all working adults.
Home Phone:	_____	_____	_____
Work Phone(s):	_____	_____	_____
	_____	_____	_____
Cell Phone(s):	_____	_____	_____
	_____	_____	_____
Email Address:	_____	_____	_____
	_____	_____	_____

Emergency Contact not in home:

Name: _____

Address: _____

Phone: _____

Alt. Phone: _____

2nd Emergency Contact not in home:

Name: _____

Address: _____

Phone: _____

Alt. Phone: _____

Name & unit number of neighbor with emergency keys if office does not have a copy. If office has copy, please check to make sure keys are current, many we have needed are not current and could not be used. In the event of an emergency we can't assist if we can't get in.

Name: _____ **Unit:** _____ **Name:** _____ **Unit:** _____

Mortgage Co. Info-Unless home is owned outright, this section must be completed. If tenant, have owner complete this section.

Mortgage Company- _____ Year of Purchase _____
Address: _____
Phone Number: _____ Loan Number: _____

Vehicle Info: List information for all vehicles on property for your unit. Unregistered vehicles will be towed at owners expense. List *all* vehicles including motorcycles, trucks, campers, cars, scooters, trailers – If more room is needed, please label clearly on back.

<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Color</i>	<i>License #</i>	<i>State</i>	<i>Canyon Club ID Tag #</i>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please list manufacturer, size, & color of any bicycles: _____

Misc Info:

Pets: List description of each animal, including breed, color, name, size, etc. Please also list "housed" animals. Aquariums need noted, but not "itemized"- include capacity.

Cable/Satellite: Please note if you have cable or satellite service. Please also list name & phone number of service provider and location of satellite dish if applicable.

Special Needs/Circumstances: If anyone in your household has special needs or special circumstances(i.e.- seasonal home), please note them below.

Additional Comments:

I have received a copy of Canyon Club Condominiums Declaration, By-laws, and Rules & Regulations. I have read and understand the policies and procedures. If I am an owner who is renting to a tenant, I testify it is my responsibility to ensure I provide every tenant who rents my property a copy of these documents and ensure they are familiar with the policies, as well as keeping leasing records updated with the office of Canyon Club Condominiums-6495 Happy Canyon Road #176– Denver, CO 80237

Owner Signature(s) [Owners authorized agent]	Date	Tenant Signature(s) – if applicable	Date
_____	_____	_____	_____
_____	_____	_____	_____

Key-Card Entry System – Amenity usage Agreement/Terms & Conditions

The key-card system has been adopted by the Canyon Club Board of Directors to better serve the residents, the Association, and the security of the community. Each unit will be issued 1 (one) card for access to areas such as the pool area, the game/billiards room, and the fitness center. These cards are specific to the unit/individual using them, and are not to be exchanged, loaned or borrowed. Additionally, do not "hold-open" doors or let anyone in because they have "forgotten their key", all units will be issued a card-key. We realize this may seem a bit impolite, but misuse of the system may result in revocation of your privileges. This means if someone besides you or your guests gain entry from you or your card, your card may be suspended. The mail room will also require use of such key to assure the security of the postal mailboxes. In the event a resident's dues have not been paid on time, the use of the card-key will be suspended until arrears are paid and balance is current. Suspension of card will not limit access to the mail room. If a card is lost or stolen, it must be reported to the maintenance office immediately so card can be suspended from the system. Card holders will be held responsible for use of their card. Replacement cards are available through the office at a cost of \$50.00 for the first replacement, and \$100.00 for any replacements thereafter. It is understood, even if purchased as a replacement, that all card-keys are the property of Canyon Club Condominiums and are to be returned to the office upon vacancy of any unit, whether owned or rented. New residents must submit for cards through Canyon Club office. It is also understood that any misuse or tampering of the card-key lock units will result in criminal charges against offending party. Tenants (non-owning residents) must have owner (or owners authorized agent) of unit submit for card-key request to gain access to amenities and additional cards. Without owner (or authorized agent) signature, non-owners will be provided one card for access to mail room only. Owners renting to tenants will assume full responsibility of use by tenant; however, this does not release tenant from legal repercussions as a result of misuse of card-key system. One (1) additional card is available for purchase at discounted rate of \$10.00 if ordered and paid in full at time of filing. Please complete section below for additional card.

Card Issued to: _____ Unit #: _____ Primary Phone: _____
 Card Holder is: OWNER TENANT Card Issued on: ____/____/____

Primary Card Number: _____

Owner (Authorized Agent) Signature	Date	Tenant Signature-if applicable	Date
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Additional Card - Cost is \$10.00 and payment is to be made at time of filing. Cards will be ordered, activated, and delivered within 30 days. All terms as outlined above apply to additional cards. Additional cards requested after filing will be treated as replacement cards as outlined above.

Name	Phone	Card Issued On (delivery date)
Add-on card - _____	- - - - - / - - - - -	_____ / _____ / _____
Cardholder Signature: _____	Date(submitted): _____	
Additional Card Number: _____		