

*****READ ME FIRST*****

Directions to Complete the Canyon Club Condominiums Resident Information Packet

This is an interactive pdf – you can download a copy, complete everything on the computer, and send the completed form to the CCHOA. To do so, please follow these directions:

Step 1: Since you've downloaded this online or opened a copy via email, the first thing you need to do is save a copy so you can complete it. Go to File → Save As to save it somewhere easily accessible to you.

Step 2: Place your cursor in the first gray field/section and start typing! You can use the "Tab" key to move to the next field.

Step 3: For any lines that indicate "signature" with a red arrow note, you will need to click in that field and provide a digital signature.

Step 4: When you've completed the form, be sure to save your document again. File → Save.

Step 5: Email your document as an attachment to canyonclubcondos@gmail.com.

Canyon Club Condominiums Resident Information Packet

ALL information must be thoroughly and accurately completed, and this form filed with the Canyon Club Main Office prior to issuance of amenity access cards/jobs.

This form is NOT valid unless/until signed by the owner or owner's authorized agent.

Date _____ UNIT # _____ Resident is: Owner Tenant/Renter**

**If "Tenant" box is checked, please complete the entire form except "Owner Only Section" and have the owner or owner's authorized agent finalize the form and submit it to:

Canyon Club Condominium Administrative Office • 6495 E. Happy Canyon Rd., #176 • Denver, CO 80237

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RESIDENTS Complete the below information for ALL adults in the unit.

| Name | Email Address | Cell Phone | Home Phone | Work Phone |
|-------|---------------|------------|------------|------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

List ALL children residing in the unit.

| | | | |
|------------|-----------|------------|-----------|
| Name _____ | Age _____ | Name _____ | Age _____ |
| Name _____ | Age _____ | Name _____ | Age _____ |
| Name _____ | Age _____ | Name _____ | Age _____ |

.....
OWNER ONLY SECTION

Owner Name(s) _____

Address _____

City/State/ZIP _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

Authorized Agent Name, if other than current owner _____

Auth. Agent Work Phone _____ Auth. Agent Cell Phone _____

Lease on file in Main Office: Yes No Lease Expiration _____

MORTGAGE COMPANY Unless the unit is owned outright this section must be completed.

Mortgage Company _____ Phone _____

Date Purchased _____ Loan Number _____

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EMERGENCY CONTACTS Provide emergency contacts not residing in unit.

| Name | Address | Home Phone | Alt Phone |
|-------|---------|------------|-----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EMERGENCY NEIGHBORS If you have provided a neighbor with an emergency key please provide below.

| Name/Unit # | Phone | Name/Unit # | Phone |
|-------------|-------|-------------|-------|
| _____ | _____ | _____ | _____ |

VEHICLE INFORMATION

List ALL vehicles for your unit, located anywhere on the Canyon Club property, including: cars, motorcycles, scooters, trucks, campers, trailers, etc. If more space is needed you may use the back of the page.

Note: Unregistered vehicles WILL be towed at owner's expense as deemed necessary.

| Year | Make | Model | Color | State & Plate No. |
|-------|-------|-------|-------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

PETS Full description for each including type, such as cat/dog. Note aquarium(s) by size/capacity.

| Type | Name | Breed | Color | App. weight/size |
|-------|-------|-------|-------|------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Special needs/circumstances / please note if anyone in your household has special needs or circumstances, such as "seasonal home".

Additional comments

I have received a copy of the Canyon Club Condominiums Declaration, By-laws, and Rules & Regulations. I have read and understand the policies and procedures. If I am an owner, I testify it is my responsibility to ensure every tenant who rents my property is provided with a copy of these documents and has clear understanding of their contents, and will keep all leasing records updated with the Canyon Club Condominium Main Office.

| | | | |
|-----------------------------|-------|--------------------------------|-------|
| _____ | _____ | _____ | _____ |
| Owner/Auth. Agent Signature | Date | Tenant/Renter/Lessee Signature | Date |

| | | | |
|-----------------------------|-------|--------------------------------|-------|
| _____ | _____ | _____ | _____ |
| Owner/Auth. Agent Signature | Date | Tenant/Renter/Lessee Signature | Date |

Canyon Club Condominiums Key Card / Key Fob Entry System

Amenity Usage Terms & Conditions

All residents are required to update their Resident Information Packet annually, on or before April 30th in order to retain their amenity access privileges. Any unit found to be non-compliant will have their amenity access restricted until the packet has been completed and submitted to the Administrative Office.

The key-card/key-fob system has been adopted by the Canyon Club Board of Directors to best serve residents, the Association, and the security of the overall community. Each unit shall be issued one (1) card/fob for access to areas such as mailroom, pool area, fitness center and game room. These cards/fobs are specific to the unit/individual using them and are not to be exchanged, loaned or borrowed for any reason. For security and liability reasons, do not hold doors open or allow others access who may claim to have forgotten their key – all compliant units are issued a designated card/fob. This may seem somewhat impolite, but misuse of these terms and conditions may result in revocation of **your** amenity privileges. This means if someone other than you or your guests gain entry via you or your card/fob, your card/fob may be suspended. Suspension of card/fob will not limit access to the mailroom. In the event any unit's HOA dues have not been paid on time, the use of the key/fob will be suspended until all arrears are paid and the account balance is current. If card/fob is lost or stolen it must be reported to the Canyon Club Condominium Main Office or Maintenance Office immediately so access can be revoked until such time as the card/fob is recovered by its designated owner. All owners/ residents and tenants/renters/lessees are responsible for their designated card/fob. Replacements are available through the Main Office at a cost of \$50.00 for the first replacement, and \$100.00 for each/every replacement thereafter. It is understood, even if purchased as a replacement, that all cards/fobs are the property of the Canyon Club Condominiums and are to be returned to the office upon vacancy of any unit – whether sold or leased/rented. Any misuse or tampering of the key/fob access units will result in criminal charges against the offending party.

All new residents are required to submit a Resident Information Packet in order to request a card/fob through the Canyon Club Condominium Main Office. Tenants/Renters/Lessees must have the unit owner or owner's authorized agent apply for key/fob access to gain access to amenities and/or for additional cards/fobs. Without owner/owner's authorized agent's signature on this form tenants/renters/lessees will be provided one card for mailroom access only. Owners assume full responsibility for any/all use by their tenant/renter/lessee, however this does not release any tenant/renter/lessee from legal repercussions as a result of misuse of the card/fob system. One (1) additional card/fob may be available for purchase at a discounted rate of \$10.00 if ordered and paid for at the time the Resident Information Packet is submitted.

Card/fob issued to _____ Date of issuance _____

Cardholder is Owner Tenant/Renter Primary Phone _____

Primary Card/Fob Number _____ Unit # _____

Owner/Auth. Agent Signature Date Tenant/Renter/Lessee Signature Date

Please complete the below section to initiate your request for an additional card/fob.

Cost is \$10.00 due at time of application. Upon approval card/fob will be ordered, activated and delivered within 30 days. All terms as outline above apply to any/all cards/fobs. Any card/fob request submitted after filing this information packet with the Main Office will be considered a replacement card/fob.

Card/fob issued to _____ Date of issuance _____

Cardholder is Owner Tenant/Renter Primary Phone _____

Additional Card/Fob Number _____ Unit # _____

Owner/Auth. Agent Signature Date Tenant/Renter/Lessee Signature Date

Canyon Club Condominiums Email Authorization

Canyon Club Homeowners Association’s primary means of communication with residents is email. Information such as Newsletters, Announcements, and Community News/Events are sent to residents via email.

If you wish to be included in these emails, please complete the section below. By stating you wish to be included, you are granting permission to add your email to our list. Please note we do not sell or share email addresses—they are held in strict confidence.

Name

Email

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I hereby authorize the above names and email addresses be added to the Canyon Club Homeowners Email list.

Signature

Date