**Notice of Request for Open Leasing Status**

|  |  |
| --- | --- |
| Property Owner(s) Name | (Please Print) |
| Property Owner(s) Intended Off-site Address |  |
| Herrington Trace Property Address: |  |
| Property Owner(s)  Email Address |  |
| Owner must initial this section Acknowledging once property is entering a lease agreement, the executed copy of the contract with the lessee will be provided to the property manager within 10 days |  |
| Property Owner understands by initialing this section that a Leasing Period Start and End will be provided within 10 days to the property manager |  |
| Property Owner understands by initialing this section that all contact information for lessee will be provided within 10 days to the property manager, along with vehicle identification |  |

The above Property Owner(s) agree to submit to the Board of Directors through the property manager, a new ‘Notice of Intent to Lease’ for each occurrence of proposal to lease this or any other property owned by same in the Herrington Trace Homeowners Association. Said ‘notice’ shall be subject to the prevailing rules and restrictions regarding rental property at the time of request.

Owner(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

Signature

Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone: \_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Phone: \_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

















