

**Kierland Greens Condominium Council of Co-Owners, Inc.  
c/o 6501 Greenway Pkwy. Ste. 103, Box 419  
Scottsdale AZ 85254**

**Or e-mail: [kgmoanager@gmail.com](mailto:kgmoanager@gmail.com) and [azkgroz@gmail.com](mailto:azkgroz@gmail.com)**

**RENTAL REGISTRATION FORM**

*In order to keep the Association's records current, and in connection with the Association's Resolution Regarding Rental Property, the following information must be provided by owners whose unit within the Association is used as a rental property in accordance with A.R.S. §33-1260.01 every time a new lease is executed with a new tenant. This is also necessary to provide gate and FOB codes.*

**OWNER INFORMATION:**

Unit # \_\_\_\_\_ Property Address: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PROPERTY MANAGEMENT (If applicable):**

Company / Contact: \_\_\_\_\_

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

Phone number(s) / Email(s): \_\_\_\_\_

Is the Property Management Company Responsible for:

Violation Matters: \_\_\_\_\_ Payment of Assessments, etc.: \_\_\_\_\_ Repairs: \_\_\_\_\_

**TENANT CONTACT INFORMATION:**

Name(s): \_\_\_\_\_

Lease Date (Mandatory) \_\_\_\_\_

(Mandatory) Home: \_\_\_\_\_ (Optional) Work: \_\_\_\_\_

(Mandatory) Cell: \_\_\_\_\_ (Optional) Other: \_\_\_\_\_

(Optional) Email: \_\_\_\_\_ (Optional) Emergency Number? \_\_\_\_\_

**VEHICLES (Include Year / Make / Model / License Plate / State): (Optional)**

Vehicle 1: \_\_\_\_\_

Vehicle 2: \_\_\_\_\_

**PET POLICY:**

**Your are responsible for informing your tenant(s) that Kierland Greens restricts pets to a weight of not more than 30 pounds. Renters should be aware that if they bring pets into the neighborhood that weigh over 30 pounds, you as the owner of the unit will be fined. Owners, by signing below, acknowledge that they have read this paragraph and will ensure that tenants adhere to this rule.**

Number of Pets / Type/ Weight: \_\_\_\_\_

As an owner, you are responsible for the action of your tenants, residents, and guests, who will be expected to abide by all governing documents for Kierland Greens. Please sign below stating the above information is true and correct to the best of your knowledge.

\_\_\_\_\_  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form and \$25 rental registration fee payable to Kierland Greens HOA or by credit card at time of submitting this registration form via e-mail to the property manager, Tom Olm at [kghoamanager@gmail.com](mailto:kghoamanager@gmail.com). The completed rental registration form and fee of \$25 must be submitted **7 days prior to the tenant's arrival date. NO GATE CODE WILL BE GIVEN AND FOBS WILL BE DEACTIVATED DURING THAT STAY PERIOD IF FORM IS SUBMITTED LESS THAN 7 DAYS OF ARRIVAL.**

Incomplete forms may result in a \$15 late fee. EVERY TIME YOU RENT YOUR PROPERTY TO A NEW TENANT, THIS FORM MUST BE COMPLETED WITH YOUR ADULT TENANTS INFORMATION.

Check# \_\_\_\_\_ or Payment below with Credit Card.

Name on Card: \_\_\_\_\_

Credit Card#: \_\_\_\_\_ Exp: \_\_\_\_\_

CVS# \_\_\_\_\_ Zip Code of Card# \_\_\_\_\_