



## TENANT INFORMATION SHEET HOMEOWNER ASSOCIATION

If you rent your unit, please complete the following information about your tenant(s). This form **MUST** be returned to:

Keystone Property Management – PO BOX 2039, Greenville, NC 27836 or  
Faxed to: (252) 353-4314

Today's Date: \_\_\_\_\_

Association Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Homeowners Name & Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #'s: \_\_\_\_\_

**IS THIS AN INVESTMENT PROPERTY OR DOES FAMILY RESIDE IN THIS UNIT?** Circle correct answer.

Tenant Name(s): 1. \_\_\_\_\_ Phone: \_\_\_\_\_  
2. \_\_\_\_\_ Phone: \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**Tenant Vehicle Information:**

Vehicle #1 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag Number: \_\_\_\_\_ Color: \_\_\_\_\_

Vehicle #2 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag Number: \_\_\_\_\_ Color: \_\_\_\_\_

**Pet information: (all pets must be registered with management and meet guidelines)**

DOG/CAT \_\_\_\_\_ Breed/Color: \_\_\_\_\_

DOG/CAT \_\_\_\_\_ Breed/Color: \_\_\_\_\_

Please make sure to give **all tenants** a copy of the Association by-laws and rules/regulations. Should the tenant fail to abide by said documents, the individual **homeowner** will be held responsible. Please be sure to inform tenants to register pets and follow specified pet requirements.

If you are allowing your tenants to attend the pool/tennis courts (IF APPLICABLE) in your place, please make them aware of the guest limitations PER UNIT, hours of operation and rules/regulations.

\_\_\_\_\_  
Signature of Homeowners

\_\_\_\_\_  
Date