

VILLA DEL ORO CONDOMINIUM OWNERS' ASSOCIATION, INC
580 BOOKCLIFF AVE, #13
GRAND JUNCTION, CO 81501
HOA Manager's # (970) 778-2504

OWNER REGISTRATION

Return this completed form to the address above or give to the HOA Manager. Email form to brent@toplinemanagementinc.com **All information is Required and Confidential.** Board of Managers and Staff Use Only. **Must be returned within thirty (30) days of receipt!**

OWNER INFORMATION

Unit # _____

Owner Name(s) _____

I occupy this unit or I will be living at:

(Street Address) (City) (State) (Zip)

(Home Phone) (Work Phone) (E-Mail)

Mortgage Holder (if any): _____ Phone # _____

Homeowners Insurance Company: _____
Policy #: _____ Phone # _____

Emergency
Contact: _____ (Phone #)

_____ # of Vehicle(s) (Owner Occupants Only)
Make(s): _____

Note: All owners and their tenants, guests, employees and agents are responsible for compliance with and enforcement of all applicable association governing documents. Insurance information needed for Liability issue's only. Owner has thirty (30) days to return registration form or a fine of \$25.00 will be assessed. If not received in ten (10) days after 1st violation, a fine of \$50 will be assessed, and a lien will be put on property. 3rd violation will be \$100.00 for every ten (10) days the registration form has not been received.

(Owner's Signature)

(Date)

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TENANT INFORMATION:

Occupant Name(s) or Property Management
Company: _____

Contact at Property Management Company (if Applicable) _____

(Phone) (Work Phone) (E-Mail)

Vehicle(s) License # _____ Addl' License # _____

Make of Vehicle(s)

Renter's Insurance Policy # (if applicable): _____

Renter's Insurance Company and Phone #: _____

Additional Occupants:-

(Tenant/Property Manager's Signature)

(Date)

Owner has the responsibility to keep Villa Del Oro HOA updated on tenant/Property Manager information. Owner or Property Manager will inform by new registration the HOA within fifteen (15) days that a new tenant has rented their property or a fine of \$25.00 will be assessed and doubled each ten (10) days the registration form has not been received. **Email all forms to brent@toplinemanagementinc.com** All information is Required and Confidential. Make copy of Tenant Information letter and use for future Tenants!