

Villages of Kiln Creek Owners Association ("Association")

Tenant Information Sheet

Any Owner who rents or leases the dwelling unit on his/her/their Lot is required to complete, sign and return this Tenant Information Sheet to the Association at the address provided below.

Pursuant to the Second Amended and Restated Declaration of Covenants and Restrictions of Villages of Kiln Creek Owners Association ("Declaration"), Article VII Section 7.5, Owners who lease a dwelling unit located on a Lot shall submit this form prior to the Tenant's occupancy of such dwelling unit.

Owner Name(s): _____ (collectively "Owner")

Owner's Mailing Address: _____

Note: please indicate below if the address above is where you would like the Association to send all official correspondence. If you would prefer the Association send official correspondence to a property management company, please indicate below and attach a copy of a power of attorney authorizing such property management company to accept official correspondence on your behalf.

☐ I direct the Association to use the above **Owner's Mailing Address** as the primary address for official correspondence.

☐ I direct the Association to use the **address of agent or property manager** as the primary address for official correspondence and attached is the power of attorney authorizing such action and specifying such address.

Owner's Telephone Number(s): _____

Property Address: _____

Name of agent or property manager (if applicable): _____

Address of agent or property manager: _____

Telephone of agent or property manager: _____

Tenant Name(s): _____

Tenant's Telephone Number: _____ Length of Lease: _____

Pursuant to Section 7.5 of the Declaration in connection with the leasing or rental of any dwelling unit on a Lot within the Association, the undersigned Owner(s) hereby certify to the Association as follows:

1. The undersigned Owner or his/her/their agent has provided Tenant(s) a current copy of the Association Articles of Incorporation, Bylaws, Declaration, Rules and Regulations and Architectural Guidelines ("Governing Documents"), **OR** the Owner or his/her/their agent has informed Tenant(s) that they may review the Governing Documents on the Association website www.kilncreek.org and such Tenant(s) has/have confirmed he/she/they received the Governing Documents.
2. Any lease made by the Owner to lease or rent his/her/their dwelling unit shall require the lessee to comply with the Governing Documents.
3. Any lease made by the Owner to lease or rent his/her dwelling unit shall provide that failure to comply with the Governing Documents constitutes a default under the lease.

Owner Signature

Date

Owner Signature

Date

Return to:

Villages of Kiln Creek Owners Association
970 Brick Kiln Blvd.
Newport News, VA 23602
Attention: Director of Operations

Office use only

Account # _____

Assessments checked _____

Lot Files Checked _____

Rec Pass Exp. Date _____