

**Circle G at Highlands West Homeowners Association
c/o Vision Community Management
16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048
Office: (480) 759-4945 Fax: (480) 759-8683
Email: TenantTracking@WeAreVision.com**

TENANT TRACKING FORM

Pursuant to Arizona state law §33-1806.01 / §33-1260.01 which went into effect on July 24, 2014, completion of this form is required if you rent out your home. Each time a new tenant moves into your home, a new form must be completed and a \$25.00 fee paid. If the form is not fully completed or not returned within 15 days from the initial mail date, a \$15.00 late fee will be charged.

Owner Name(s): _____ Phone: _____

Property Address: _____ Email: _____

When filling out this information, write N/A if the line is not applicable. If this home is no longer a rental, please check here and return the form to the address below:

Name(s) of Adult(s) Tenants and Contact Information:

- | | | |
|----------|--------------|--------------|
| 1. _____ | Phone: _____ | Email: _____ |
| 2. _____ | Phone: _____ | Email: _____ |
| 3. _____ | Phone: _____ | Email: _____ |
| 4. _____ | Phone: _____ | Email: _____ |

Lease Term:

Start Date: _____ End Date: _____ New Lease (\$25.00 Enclosed)
 Previously Paid – Renewal

Check here if you would like violation letters to be sent to your tenant

Vehicles:

- | | | | |
|---------------|-------------|-------------|-------------|
| 1. Make _____ | Model _____ | Color _____ | Plate _____ |
| 2. Make _____ | Model _____ | Color _____ | Plate _____ |
| 3. Make _____ | Model _____ | Color _____ | Plate _____ |
| 4. Make _____ | Model _____ | Color _____ | Plate _____ |

New Leases: Return this completed form together with a check or money order in the amount of \$25.00 to the address below. If mailing more than 15 days after the lease start date, include the \$15.00 late fee for a total of \$40.00. Make checks payable to:

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