

RENTER AND ROOMMATE INFORMATION FORM

<p>UNIT NUMBER</p>		
<p>TENANT / ROOMMATE NAME(S)</p> <p>List the name(s) of <u>all</u> adult OCCUPANTS of the unit, whether or not they are on the lease or rental agreement. Legal names are preferred, but nicknames are acceptable.</p> <p>State the number and age(s) of minor children. Names are optional.</p> <p>Name(s) of adults on the lease or rental agreement, but who are not permanent occupants of the unit. For example, the parents of a college student.</p>		
<p>UNIT TELEPHONE NUMBER(S)</p> <p>(1) Land line (if any) physically located in the unit</p> <p>(2) Cell phone(s)</p> <p>(3) Work phone(s)</p>	<p>If the HOA does not have phone numbers, it will be unable to contact residents in an emergency.</p>	
<p>EMAIL</p> <p>Resident email address(es) (optional, but strongly encouraged)</p>		
<p>PROPERTY MANAGER</p> <p>Names of company <u>and</u> primary contact person. Phone, email, and mailing address.</p>		
<p>EMERGENCY CONTACT</p> <p>Name and telephone number of someone not listed above, to be used <u>only</u> if there was a substantial concern for the health of a resident. (Optional)</p>		
<p>PETS / ANIMALS</p> <p>Do the tenant(s) have ANY pets or animals? This includes service animals and/or emotional support animals.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Substantial fines will be imposed if not promptly registered. There are no exceptions to registration for service animals and/or ESAs. Checking one of the boxes above does not register a pet or animal. See Pet / Animal Policy posted on HOA website.</p>	<p>PRIVACY</p> <p>(Check one)</p> <p><input type="checkbox"/> Do not release any of this information.</p> <p><input type="checkbox"/> You may release the information to other residents of the complex for any purpose reasonably related to operation and maintenance of the complex.</p> <p><input type="checkbox"/> Other (specify)</p>	

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Why the HOA needs this information

The HOA needs accurate information about the residents of the complex in order to perform maintenance tasks, send notices, and enforce the CC&R's and HOA Rules and Guidelines. The name and contact information for tenants and lessees is required by Cal. Civ. Code § 4740(c). It must be provided no later than when the lease or rental goes into effect.

Email addresses

When the HOA needs to contact a tenant directly, it usually relates to a maintenance issue and/or something that is time-sensitive. As a practical matter, delays are likely if the HOA does not have email addresses.

Where to send the completed form

The HOA has posted this document on its website for download as a fillable PDF. You can fill in the information using Adobe Reader or any other comparable PDF reader.

To submit the form electronically, e-mail the completed file to the HOA at:

info@wplhoa.org

To submit the form by mail, print the form, then mail it to:

West Point Loma Owners Assn.
4542 W. Point Loma Blvd.
San Diego, CA 92107-1243

Consequences of failure to complete and return the form in a timely fashion

1. Fines of up to \$250 for the first 30 days or part thereof, and thereafter up to an additional \$100 per calendar month or part thereof.
2. The HOA sometimes needs access to a unit to perform required repairs and maintenance. If it cannot contact the resident to arrange access, the HOA may:
 - a. In the event of a serious emergency, enter the unit by any available means, including breaking a door or window. The unit owner – not the HOA – will be responsible for the cost of repairs.
 - b. Reschedule the repairs and maintenance, and charge the unit owner for any increase in cost resulting therefrom. Economies of scale can be significant.
 - c. Let the unit owner perform the repair on his or her own schedule and at his or her own cost (i.e., no reimbursement from the HOA).
3. If this form is not received by the HOA within two weeks of a change in occupancy, the HOA may disable the entry gate transmitters for the unit. The transmitters will remain disabled until the required information is provided or the status of the tenants is otherwise verified.