



28300 N. Main Street (YMCA)  
Queen Creek, AZ 85243  
Phone 480-882-1378  
Fax 480-882-2094

## Non-Resident Owners New Renter/Lessee Information Questionnaire

**Please complete one form for each rental property. Fill in all blank spaces.**

**1. Your Rental Home at Copper Basin Information:**

Lot No: \_\_\_\_\_ Address: \_\_\_\_\_

My Rental /Lease Management Company is: \_\_\_\_\_

Phone number for above management company: \_\_\_\_\_

Contact at the above management company: \_\_\_\_\_

**2. Current Renter/Lessee Information :**

Tenant Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell \_\_\_\_\_

Rental/Lease Start Date: \_\_\_\_\_ Rental/Lease End Date: \_\_\_\_\_

Total number of people living in house: \_\_\_\_\_ Number of children \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Number of pets: \_\_\_\_\_

**3. Please help us keep in contact with you when necessary:**

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

**4. Do we have your correct name and off-site address? If not please fill in correct information**

Correct Name: \_\_\_\_\_

Correct Address: \_\_\_\_\_

Have you provided your tenants with a copy of the Governing Documents? If not please sign below to Authorize the Association to send the Governing Document Booklet to you tenants for a charge of \$20.00 plus shipping and handling, to be applied to your account.

Please send the Village of Copper Basin Governing Documents to my tenant at the above address.

Signature: \_\_\_\_\_

**PLEASE MAIL THIS FORM ALONG WITH A COPY OF THE RENTAL LEASE AGREEMENT TO:**  
The Village of Copper Basin CA, 23800 N. Main Street, Queen Creek, AZ 85243-4369 1/2008

  
**COPPER BASIN**  
*The Village of Copper Basin*  
**Community Association**

**RESOLUTION OF THE BOARD OF DIRECTORS  
RENTALS**

**WHEREAS**, the Board of Directors of The Village of Copper Basin Community Association has the power and responsibility to make decisions for the entire community, and

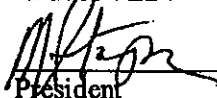
**WHEREAS**, The Village of Copper Basin Community Association By Laws, Article 3, Paragraph 3.10, Powers and Duties. "...the Board shall have all of the powers and duties necessary for the administration of the Association's affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Governing Documents or as provided by law. (g) adopting Association Rules as provided in the Declaration;

**AND** CC&R's, Article 8, Paragraph 8.11 Rental of Lots. "...At least ten (10) days before commencement of the lease term, the Owner shall provide the Association with the following information: (a) the commencement date and expiration date of the lease term; (b) the names of each of the Lessees and each other person who will reside in the Residence during the lease term; (c) the address and telephone number at which the Owner can be contacted by the Association during the lease term; and (d) the name, address and telephone number of a person other than the Owner whom the Association can contact in the event of an emergency involving the Lot. Any Owner who leases his Lot and the Residence situated thereon must provide the Lessee with copies of the Declaration, the Design Guidelines and the Association Rules."

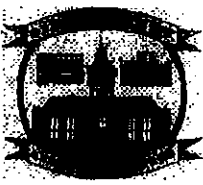
**NOW, THEREFORE BE IT RESOLVED THAT** the Board of Directors of The Village of Copper Basin Community Association hereby adopts the following Policy for Lease/Rental of Residences within The Village of Copper Basin:

1. Management Company will provide Non-Resident Owners Form to all Owners with an off-site mailing address within 7 days of receipt of deed from Title Company.
2. Owner shall complete the Non-Resident Owners Form and return to the Management Company within 14 days of receipt.
  - a. All Information must be completed on the Form.
  - b. If Owner has not provided Governing Documents to leasee, Management Company will provide at a cost of \$20.00 plus mailing cost. Cost will be applied to Owners Account.
  - c. A copy of the signed Lease/Rental Agreement must accompany the complete Non-Resident Owners Form.
  - d. Any other pertinent data regarding renter or private property management company being used should be provided.
  - e. If residence is being used by a relative/friend or summer home, the Form must be completed stipulating that information.
3. If the completed Non-Resident Owners Form is not received at the Management Company within 21 days of mailing to Owner, a Friendly Reminder letter will be sent to Owner advising that the Form has not been received at the Management Company and allowing another ten (10) days for the completed Form to be received by the Management Company.
4. If after the above time allotted, the Owner has not returned the completed Form to the Management Company, notification of a Fine will be sent to the Owner and a \$100 Fine will be applied to the Owners account. Fines will continue to be applied every 14 days until the completed Non-Resident Owners Form has been received at the Management Company.

APPROVED:

  
\_\_\_\_\_  
President

5-9-05  
\_\_\_\_\_  
Date



**NOTIFICATION OF ARIZONA RESIDENTIAL RENTAL PROPERTY**  
**Pursuant to A.R.S. §33-1901 and 33-1902**

**INSTRUCTIONS:** In compliance with ARS §33-1902(A): an owner of residential property shall maintain with the Assessor in the county where the property is located information required by this section in a manner to be determined by the Assessor. If the property is owned by a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, include the name, address and telephone number of the business entity and the statutory agent, if applicable.

Pursuant to ARS §33-1902 (B): an out-of-state owner of residential rental property shall designate and record with the County Assessor a statutory agent who lives in this state and who will accept legal service on behalf of the owner. A person who fails to comply with any provision of this section shall be assessed a civil penalty of one thousand dollars, plus an additional one hundred dollars for each month after the date of the original violation until compliance occurs.

Retain a copy of this completed form for your records

**Parcel Number:** \_\_\_\_\_

List additional parcel numbers for this property (up to 4)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Unsecured Mobile Homes Only**  
 List Tax Roll #: \_\_\_\_\_

ATTACH LIST FOR ANY ADDITIONAL PARCELS

**PROPERTY INFORMATION**

List County where property is located (*required*): \_\_\_\_\_

Property Type:  Single Family Residence  Multiple Family Residence  Mobile Home  MH/RV Park Space

Property Site Address: \_\_\_\_\_

City/Town: \_\_\_\_\_, AZ Zip: \_\_\_\_\_

List the year the building was built: \_\_\_\_\_

**OWNERSHIP INFORMATION**

Property Owner(s) / Business Entity: \_\_\_\_\_

Street Address (no P.O. Box): \_\_\_\_\_

City / State \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone#: \_\_\_\_\_

**CHECK BELOW TO INDICATE FORM OF OWNERSHIP**

- Property Owner, list name of owner: \_\_\_\_\_
- Corporation, list name of corporate officer: \_\_\_\_\_
- Limited Liability Company, list name of managing or administrative member: \_\_\_\_\_
- Partnership, list name of general partner: \_\_\_\_\_
- Limited Partnership, list name of general partner: \_\_\_\_\_
- Trust, list name of trustee: \_\_\_\_\_
- Real Estate Investment Trust, list name of general partner or officer: \_\_\_\_\_

**OUT-OF-STATE OWNER'S DESIGNATION OF AGENT**

A.R.S. §33-1902(B) requires an out of state owner to designate a statutory agent who resides in Arizona to accept legal service on behalf of the owner of residential rental property.

Name of statutory agent: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_, AZ Zip: \_\_\_\_\_ Telephone#: \_\_\_\_\_

**REQUIREMENT TO UPDATE INFORMATION:**

Under penalty of law the owner(s) of Arizona residential rental property shall update any information listed above within ten days after a change in the information occur.

I hereby affirm that the information included or attached is true and correct.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Bill #	Title	Author	Effective Date	Emergency	Amended	Repealed	Current
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**ARS TITLE PAGE NEXT DOCUMENT PREVIOUS DOCUMENT**

**33-1902. Residential rental property; recording with the assessor; agent designation; civil penalty**

A. An owner of residential rental property shall maintain with the assessor in the county where the property is located information required by this section in a manner to be determined by the assessor. The owner shall update any information required by this section within ten days after a change in the information occurs. The following information shall be maintained:

1. The name, address and telephone number of the property owner.
2. If the property is owned by a corporation, limited liability company, partnership, limited partnership, trust or real estate investment trust, the name, address and telephone number of any of the following:
  - (a) For a corporation, a corporate officer.
  - (b) For a partnership, a general partner.
  - (c) For a limited liability company, the managing or administrative member.
  - (d) For a limited partnership, a general partner.
  - (e) For a trust, a trustee.
  - (f) For a real estate investment trust, a general partner or an officer.
3. The street address and parcel number of the property.
4. The year the building was built.

B. An owner of residential rental property who lives outside this state shall designate and record with the assessor a statutory agent who lives in this state and who will accept legal service on behalf of the owner. The owner shall designate the agent in a manner to be determined by the assessor. The information shall include the name, address and telephone number of the agent.

C. Residential rental property shall not be occupied if the information required by this section is not on file with the county assessor. If the owner has not filed the information required by this section with the county assessor and the residential rental property is occupied by a tenant and the tenant chooses to terminate the tenancy, the tenant shall deliver to the landlord, owner or managing agent of the property a written ten day notice to comply with this section. The notice shall be delivered by certified mail, return receipt requested, or by hand delivery. If the owner does not comply with this section within ten days after receipt of the notice, the tenant may terminate the rental agreement and the landlord shall return all prepaid rent to the tenant. Security deposits shall be returned in accordance with section 33-1321, subsection D. The landlord shall return those monies by certified mail, return receipt requested, or by hand delivery to the tenant within ten days after the termination of the rental agreement. This subsection applies to any existing lease and to any new lease after the effective date of this amendment to this section. Notwithstanding this subsection, an owner is in compliance with this subsection only if the owner had filed the information required by subsection A of this section with the county assessor.

D. All records, files and documents that are required by this section are public records.

E. A person who fails to comply with this section shall be assessed a civil penalty of one thousand dollars, plus an additional one hundred dollars for each month after the date of the original violation until compliance occurs. The court shall not suspend any portion of the civil penalty provided by this subsection.

F. Notwithstanding subsection E of this section, if a person complies within ten days after receiving the complaint that notices the violation, the court shall dismiss the complaint and shall not impose a civil penalty.

G. In carrying out this section the county assessor shall have immunity as provided in section 12-820.01.

### **8.10 Playground Equipment.**

No jungle gyms, swing sets or similar playground equipment which would be Visible From Neighboring Property shall be erected or installed on any Lot without the prior written approval of the Design Review Committee.

### **8.11 Rental of Lots.**

No Owner may lease less than his entire Lot and the Residence situated thereon. All leases must be in writing and must provide that the terms of the lease are subject in all respect to the provisions of the Governing Documents and that any violation of this Declaration or the Association Rules by the lessee or the other occupants shall be a default under the lease.

At least ten (10) days before commencement of the lease term, the Owner shall provide the Association with the following information: (a) the commencement date and expiration date of the lease term; (b) the names of each of the Lessees and each other person who will reside in the Residence during the lease term; (c) the address and telephone number at which the Owner can be contacted by the Association during the lease term; and (d) the name, address and telephone number of a person other than the Owner whom the Association can contact in the event of an emergency involving the Lot. Any Owner who leases his Lot and the Residence situated thereon must provide the Lessee with copies of this Declaration, the Design Guidelines and the Association Rules.

Any lease of a Lot or Residence situated thereon must be for an initial term of at least one (1) month. The Owner shall be liable for any violation of this Declaration, the Design Guidelines or the Association Rules by the Lessees or other persons residing in the Residence and their guests or invitees and, in the event of any such violation, the Owner, upon demand of the Association, shall immediately take all necessary actions to correct any such violations; provided, however, that the Owner shall not be liable for any damage to the Association Common Area or the Lots caused by the Lessees or other persons residing in the Residence or by their guests or invitees.

### **8.12 Screening Materials.**

All screening materials, whether fences, hedges or walls, shall be maintained and replaced from time to time on the Lots by the Owners thereof in accordance with the original construction of such Improvements by a Declarant or as approved by the Design Review Committee pursuant to Article 3.

### **8.13 Lights.**

Except as initially installed by the Declarant, no spotlights, floodlights or other high intensity lighting shall be placed or utilized upon any Lot or any structure erected thereon which in any manner will allow light to be directed or reflected on any other property except as approved by the Design Review Committee.