

Unit Address & #: _____ Compliance Date: _____ (This space for HOA use only.)

Eaglepointe Townhomes
OWNERS ANNUAL CENSUS FORM

This form must be completed annually by each owner. This document and all required attachments named below must be returned to **Mountain Crest Properties, 733 N. Tejon St., Colorado Springs, CO 80903**
Or scan and Email: Christine@mcproperties.com

Ownership status/contact information

Legal Owner Name(s) of Record: _____

Current Address: _____

Owner Phone Number(s): _____

****Emergency Phone Number (fastest way to reach Owner):** _____

Email Address: _____

Please include my household in the directory

DO NOT include my household in the directory

.....
Occupancy status

Is your Unit "Owner Occupied"? Yes No

If No, the following applies: You must provide the Managing Agent with a copy of the Tenant's lease and Resident Census Form yearly as required by the Association's Rules and Regulations. You are required to provide the HOA Managing Agent with a copy of each current lease, or a copy of any extension of the initial lease.

Vehicles in your unit

	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>License Plate # (required)</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

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Eaglepointe Townhomes additional legal requirements

The following are required by the HOA Rules and Regulations:

1. A smoke detector is required on each level of your unit. Are you in compliance? Yes No
2. Have your smoke detectors been tested within the last 12 months?..... Yes No
3. A fire extinguisher is required within your unit. Are you in compliance? Yes No
4. Has your fire extinguisher been tested within the last 12 months? Yes No
Make and Model # of your fire extinguisher _____
5. Has your dryer vent been cleaned by a licensed professional within the last 24 months?... Yes No
(Receipt required)
6. Copy of Declaration page of HO6 policy on file with Managing AgentYes No

Owner Signature

Date

Unit Address & # _____ Date: _____



RESIDENT CENSUS FORM

Renter/Tenant Owner

Your Name: _____ Phone #: _____

Email: _____

Unit Owner's or Property Manager's Name (if renting): _____

Tenant Phone Number: 1. _____ 2. _____

Tenant Email Address: 1. _____ 2. _____

Names of Other Occupants:

Check Box if Over 18

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

All Vehicles

	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Color</u>	(Mandatory) <u>License Plate #</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

Per the Rules and Regulations – Owners shall provide the office with a copy of your lease if you are renting your unit.

Signature