



ANATOLIA UNITS 1, 2, & 4 MASTER ASSOCIATION

HOMEOWNER/TENANT RELEASE FORM FOR **HOMEOWNER**

1. Owner is responsible for all Tenant’s actions and for any fines that might be levied for violations.
2. Owner is responsible to inform the Clubhouse of any changes to Tenant’s contact information or changes in occupancy.
3. It is required that the Owner provide all Tenants with copies of the CC&Rs, Rules and Regulations and Policies of the Community. Tenants can view these documents on the HOA website at www.anatoliahoa.org/hoa-documents
4. Owner must inform the Tenant of the guidelines for obtaining a Clubhouse membership. Tenant can view this process and download the required forms on the HOA website at www.anatoliahoa.org/clubhouse-information

REQUIRED DOCUMENTS/ACTIONS

1. Scheduled Orientation completed by at least one Tenant with a signed acknowledgement after completion.
2. One signed Homeowner/Tenant Release Form by the Owner and one signed Homeowner/Tenant Release Form by the Tenant.
3. Photo Identification
4. Membership Application and Information Sheet
5. Receipt for Membership Cards
6. Copy of the current Lease Agreement

Owners are the only individuals with the authority to assign their Clubhouse membership rights to a Tenant which will allow the Tenant to obtain a membership card. Property Management Companies are not allowed to authorize on the Owner’s behalf.

CLUBHOUSE RIGHTS

I hereby certify that I have provided copies of all aforementioned documents to the Tenants residing at my property. I am temporarily delegating my rights and use of the Clubhouse to my Tenants during their lease term. I understand that I will not be able to obtain membership and use of the Clubhouse during this time.

Owner’s Signature:	
Name:	Date:
Mailing Address:	
Phone Number:	Email:
LEASED PROPERTY ADDRESS:	
Tenant Name:	Tenant Name:
Tenant Name:	Tenant Name:
Tenant Name:	Tenant Name:

Owner can mail, drop off or email this document to manager@anatoliahoa.org
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