

Ahwatukee Board of Management, Inc. (ABM)

4700 East Warner Road - Phoenix, Arizona 85044

Office: 480-893-3502 - Fax: 480-893-6634

2023 Non-Owner Occupied Property Registration

Annual Registration of \$85 is due by March 1st

Lot: # _____ Subdivision _____

*Please make payment payable to the Ahwatukee Board of Management
This section to be completed by Legal Owner (or Legal Designate)*

ABM Property Address _____

Legal Contact person _____ Home Phone () _____

Address _____ Work Phone () _____

_____ Cell Phone () _____

City _____ State _____ Zip _____ E-Mail _____

**Property Manager Contact Information
(if applicable)**

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone () _____

Phone () _____

E-Mail _____

MAIL ALL CORRESPONDENCE TO: (check all that apply)

____ Manager

____ Owner

____ Resident

List All Occupants residing at the Property

Name(s):

1. _____

2. _____

3. _____

4. _____

Phone () _____ (Optional)

Phone () _____ (Optional)

E-Mail _____

Lease Start Date: _____

Lease End Date: _____

Legal Owner (or Legal Designate) Signature

I, the Legal Owner (or authorized Legal Designate), have read and agree to this **voluntary** program and to abide by all terms and conditions stated on the reverse side of this document.

Signature (Required)

Name (Print Legibly)

Date

~ OR ~

I attest that this property is my second residence and vacant in my absence.

Signature (Required)

Name (Print Legibly)

Date

Please sign here only if property is a second residence.

Legal Owner(s) or Legal Designate Agrees to the Following Terms and Conditions

The ABM Board of Directors, under the rule making authority granted by the CC&R's and Bylaws, has adopted the information stated herein. The Rules and Regulations of the Association are not limited to those appearing here and are subject to change. Members are subject to those changes, regardless of the date of signing this Agreement.

1. The Legal Owner(s) or Legal Designate is responsible for the completion of applicable forms and provisions of the required information. It is the responsibility of the Legal Owner(s) or Legal Designate to ensure that all required fees and assessments are paid when due.
2. To ensure the accuracy of our records, all non-owner occupied properties should be registered with ABM within (10) days of the lease.* This program and its services are voluntary.
3. All Rules and Regulations and CC&R's must be followed and abided by at all times. Legal Owner(s) or Legal Designate is responsible for any legal penalties levied against the property as a result of conduct by tenants and/or occupants, and/or including guests, for violations of any written Rules and Regulations, Architectural Guidelines, Policies and CC&R's.
4. The Legal Owner(s) or Legal Designate will inform all prospective tenants/occupants that the property is located within a Homeowner Association prior to executing a lease or allowing occupancy. Under the Non-Owner Occupied Program, we will provide all necessary community documents to your tenant, by email, in the form of a *Welcome Packet* each time we are notified of a new tenant.
5. With regard to age-restricted properties, Legal Owner(s) or Legal Designate will inform all prospective tenants/occupants of the minimum age requirement of the property, and ensure all occupants meet the requirements as stated in the applicable covenants, prior to executing a lease or allowing occupancy.

Non-Owner Occupied Registration Program has the following benefits:

- Full access to staff; ability to report violations, inquire about letters received, and more!
- A "Welcome to Ahwatukee" email for your tenant which includes all community documents and helpful information –saves *you* time and hassle.
- Leasing privileges at our R.V. storage lot.
- Reduced homeowner pricing for all classes, memberships, rentals and Community Swim & Tennis activities.
- Direct notification of non compliance and/or property violation issues.
- Complimentary Property Manager registration, including access to ABM staff AND direct notification of non-compliance and/or property violation issues.
- Out of town, state or the country? We can e-mail you photos of your property upon request.

*The Association (ABM) will communicate solely with the Legal Owner(s) or Legal Designate if your tenant/property manager is not registered.