

Myrtle Trace Homeowners Association, Inc.  
Owner/Tenant Registration Form and Agreement

Please complete all responses requested on this Form and Agreement and mail it to the Association. **This form must be completed prior to the date of commencement of each new lease agreement. It is the Owner(s) responsibility to provide a copy of the Declaration of Covenants, Conditions, Reservations and Restrictions** for the Myrtle Trace Homeowners Association, Inc., as amended, (“Declaration”), Bylaws and Rules, Regulations, and Association Policies and Procedures for the Myrtle Trace Homeowners Association, Inc. (“Association”) and ARC Homeowners Guidelines and Restrictions **to the tenant(s) with each new lease and/or sub-lease.** Lease/rental agreements transfer occupancy rights (from owner to tenant) to the entire lot and dwelling unit.

1. OWNER(S) PROPERTY ADDRESS  
Name(s): \_\_\_\_\_  
\_\_\_\_\_

Current Owner’s Mailing Address for Association correspondence:  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Cell#: \_\_\_\_\_

2. EMERGENCY CONTACT: If the owner(s) cannot be reached, the following person may be contacted:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell#: \_\_\_\_\_

3. TENANT(S)

Name: \_\_\_\_\_ Date of Birth (DOB): \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth (DOB): \_\_\_\_\_  
Tenant’s Contact Phone Number: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name and relationship of all other persons who will occupy the residence:  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

4. As the Tenant, I/We hereby certify knowledge of the existence and contents of and acknowledge receipt of a copy of the complete set of the Declaration, Bylaws, Rules, Regulations, Policies and Procedures and ARC Homeowners Guidelines and Restrictions of the Myrtle Trace Homeowners Association, Inc. I/We agree to comply with the terms

and conditions set forth in these documents, and understand that a violation thereof provides cause for immediate action as provided in those documents.

\_\_\_\_\_  
Tenant(s) Initials

5. As a Tenant, I/We acknowledge that the privilege to use any of the common areas and facilities may be revoked by the Association, for reasons including, but not limited to, failure of the property owner(s) to pay homeowner assessments/dues on a timely basis and for any violations of the Declaration, Bylaws, and Rules and Regulations of the Myrtle Trace Homeowners Association, Inc.

\_\_\_\_\_  
Tenant(s) Initials

6. Owner(s) are responsible for the conduct of lessees, tenants, children and other family members, agents, contractors and all other in, on or about a residence or any part of the property and violation of the Association Documents by any of these persons constitutes a violation by such owner(s) including any damages. The Owner(s) are responsible for enforcing the Association Documents against any Tenant(s) or occupant, including terminating the lease or occupancy of the Tenant(s) if the Association or owner(s) believes it is necessary. The owner(s) are responsible for any fines levied as a result of the conduct of said tenant(s) or occupant(s) of the property.

\_\_\_\_\_  
Owner(s) Initials

7. It will be the responsibility of the owner(s) to notify the Association Secretary/Treasurer upon the arrival or departure of any tenant(s) under the lease agreement.

\_\_\_\_\_  
Owner(s) Initials

8. Tenant(s) Move-In Date: \_\_\_\_\_ Lease expires on: \_\_\_\_\_

9. Agreed and accepted by all parties hereto:

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Failure to complete and return this form to the Association by the **move in date** may result in the assessment of a fine to the property owner(s) in the amount of \$100.00. Please return this form to the Myrtle Trace Homeowners Association, Inc., Attn: Secretary/Treasurer, 101 Myrtle Trace Drive, Conway, SC 29526