

**AUTHORIZED MEMBER INFORMATION**

Tract: \_\_\_\_\_ Lot: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**TENANT INFORMATION**

Your signature(s) on this form is an authorization for the Canyon Lake Property Owners Association to issue to your Tenant or Lessee the items you authorize in accordance with the Rules & Regulations of the Canyon Lake Property Owners Association for the terms specified.

Name of Tenant(s): \_\_\_\_\_

\_\_\_\_\_

Duration of Lease (please specify month, day, and year): \_\_\_\_\_ to: \_\_\_\_\_

**ITEM ALLOCATIONS**

\_\_\_\_\_ # of **ID Cards** to be issued

\_\_\_\_\_ # of **Golf Cart Decals** to be issued

\_\_\_\_\_ # of **Car Decals** to be issued

\_\_\_\_\_ # of **Annual Golf Memberships** to be issued

\_\_\_\_\_ # of **Motorcycle Parking Decals** to be issued

\_\_\_\_\_ # of **Non-Motorized Boat Decals** to be issued

\_\_\_\_\_ # of **E-bike Tags** to be issued

\_\_\_\_\_ # of **Pumptrack Decals** to be issued

**RELINQUISHMENT OF PRIVILEGES**

- I relinquish the Powered Boating Rights, Dock Slip Rentals, Equestrian Boarding, and Permanent Guest List Privileges to my tenant** (Relinquishment of these privileges is only valid with a one (1) year lease and does not release the Authorized Member from financial responsibility including fees, fines, delinquency, late charges and / or damages caused by the tenant.)

Print Name – Authorized Member: \_\_\_\_\_

Number of **Motorized Boat Decals** to be issued: \_\_\_\_\_

**NO TENANT SHALL BE AVAILABLE OR GRANTED FOR A VACANT LOT.**

# LEASE AUTHORIZATION FORM

## CITY BUSINESS LICENSE

To rent or lease a home, the City of Canyon Lake requires the owner of a Residential Rental Property to register with the City for a Business License and include a Crime-Free Lease Addendum in all rental agreements (Ordinance No. 192 §5.22.060 (a)). For more information, please contact the City of Canyon Lake at 951.244.2955.

- Yes, I have registered my property with the City of Canyon Lake as a Residential Rental Property, possess a current Business License, and have included a Crime-Free Addendum in the rental agreement.**
- I hereby permit Canyon Lake Property Owners Association to share this completed Lease Authorization Form, and / or any information contained herein, with the City of Canyon Lake, and to the fullest extent allowed by law, release / hold harmless Canyon Lake Property Owners Association for such disclosure.

## APPLICANT AGREEMENT

- I understand that all items I have authorized to be issued must be returned to the Canyon Lake Property Association upon the tenant / lessee vacating the property. If they are not returned, the Canyon Lake Property Owners Association will charge me \$100 for each item that has not been returned. **ITEMS ARE OFTEN NOT RETURNED TO THE ASSOCIATION; IT IS HIGHLY RECOMMENDED THAT OWNERS COLLECT DEPOSITS FOR ITEMS ISSUED. No new renewal or lease agreement will be processed until all items are returned or payment received for the non-returned items.** I also understand that there is a \$180 processing fee for each lease agreement. If the existing tenant(s) is renewed on or before the expiration date listed above, the renewal fee drops to \$80.

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Authorized Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL COMPLETED FORM TO [MEMBERSERVICES@CANYONLAKEPOA.COM](mailto:MEMBERSERVICES@CANYONLAKEPOA.COM)