

NEW TENANT REGISTRATION

Please print information

Lease property address: _____

Property owner name: _____ Phone: _____ - _____ - _____

TENANT(S) AS SHOWN ON LEASE:

1st Tenant's Name Email

Cell Phone Landline

2nd Tenant's Name Email

Cell Phone Landline

Lease agreement dates: _____ - _____
Lease start Lease end

- I have attached a copy of my lease. Yes No
- I have attached the *Owner Transfer of Amenities to Tenants*. Yes No
- I would like an orientation visit from a welcome team volunteer. Yes No
- I would like to be listed as a new resident in *Harbour Lights*. Yes No

A designated resident will receive instructions to access the Heritage Harbour website and My Green Condo.*

Name of designated resident: _____

Heritage Harbour Online and Printed Resident Directory Options:

In order to receive informational emails from the Lodge office via My Green Condo you MUST publish an email address.

- Publish the NAME of the 1st resident at the address. Yes No
- Publish the NAME of the 2nd resident at the address. Yes No
- Publish the CELL PHONE for the 1st resident at the address. Yes No
- Publish the CELL PHONE for the 2nd resident at the address. Yes No
- Publish the LANDLINE for the 1st resident at the address. Yes No
- Publish the LANDLINE for the 2nd resident at the address. Yes No
- Publish the EMAIL for the 1st resident at the address. Yes No
- Publish the EMAIL for the 2nd resident at the address. Yes No

*The Lodge office uses a program called **My Green Condo** as a resident database and to provide a Heritage Harbour online resident directory. Shortly after registering at the Lodge office, the designated resident above will receive a welcome email from **My Green Condo** with instructions to log in and activate the account for your address. If you do not receive the email, please check your spam folder before contacting the Lodge office. **Note:** *It is your responsibility to keep all your information current on My Green Condo.*

Tenant Signature

Date

Tenant Signature

Date

Heritage Harbor Community Association
OWNER TRANSFER OF AMENITIES TO TENANT(S)

I am the owner of the property located at:

Annapolis, MD 21401

I hereby authorize my tenant(s) of record...

Name of tenant

Name of tenant

...who are leasing and residing at my property at the above stated address, to exercise my privileges with respect to the use and enjoyment of the Association's passive amenities and of the fee facilities, during their tenancy, and that by assigning my privilege to tenants, I will no longer be authorized to use any of the amenities.

Owner's Name (Please print)

Owner's Mailing Address

Owner's Phone

Signature

Date

Owner's