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HROA PERMANENT GUEST LIST

The Permanent Guest List eliminates the need for OWNERS/TENANTS to call in trusted guests every time they visit. The Association allows each PROPERTY OWNER up to six (6) households on a Permanent Guest List (PGL). TENANTS may have up to five (5) households; the PROPERTY OWNER will be listed as the sixth Permanent Guest on the TENANT account.

PGLs must be kept current. Written authorization by the OWNER/TENANT is required to make changes. **PGLs should be reviewed and updated annually at the same time as HROA vehicle decals are issued.**

The Association maintains the right to refuse entry to anyone who is deemed to be a nuisance to the community, who adversely affects the health and welfare of the community, and/or who provides inaccurate information when identifying themselves to Association staff.

Reference Membership Handbook – Rules and Regulations, Section 2.04 for additional information on Guest Access.

PLEASE PRINT

Member ID/Account #: _____ Lot: _____ Tract: _____
Name of PROPERTY OWNER: _____
Name of TENANT: _____
Property Address: _____
Home Phone: _____ Mobile Phone: _____
Mailing address if different from above _____
Email address _____

PERMANENT GUEST LIST

One line per household. First and Last Name of all guests/family members must be listed.

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

CALLING IN VISITOR(S) WHO ARE NOT ON THE PERMANENT GUEST LIST

ONLY PROPERTY OWNERS, TENANTS OR RESIDENTS who have been issued Identification Cards may authorize guests onto HROA property. Authorization may be done verbally by calling the GATEHOUSE or by sending an email to gate@hroa.us.

Visitor/guest access requests must include the following information:

- PROPERTY OWNER/TENANT/RESIDENT name and Identification number (located on HROA ID Card)
- Lot and Tract number
- Full names of ALL guest(s)
- Date and time of arrival and length of stay

Authorization for guest entry into Heritage Ranch by PROPERTY OWNERS, TENANTS OR DESIGNATED RESIDENTS, no matter the method used, shall apply to named guest(s) only. Guests who are not specifically named will not be allowed entry to Heritage Ranch property. I understand by signing this form that the permanent guests I have listed have my permission to gain entry to my residence, whether I am on the Ranch or not. I further understand that I am totally responsible for the conduct of my guest(s), whether permanent or called in. I also acknowledge responsibility for any damage or liability that my guests may incur while they are on Heritage Ranch property.

Signature of PROPERTY OWNER/TENANT (REQUIRED)

Date