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## HROA TENANT POLICY ADOPTED BY THE BOARD OF DIRECTORS

Owners of property desiring to delegate their privileges for use of HROA facilities to a tenant must be members in good standing and shall notify the HROA Office forty-eight (48) hours prior to the tenant's arrival; they also shall furnish the HROA Office with a fully completed "Rental License" form. Living at a resident for 30 days or more is considered being a Tenant.

The "Rental License" form must be accompanied by a \$250 non-refundable processing fee. The property owner must submit a separate \$500 security deposit. This deposit is a refundable non-interest-bearing deposit and must be paid by the property owner directly to the HROA office. It is important you retrieve ALL vehicle and vessel decals from your tenant when they move off the ranch. A \$100.00 penalty is charged against any property owner who fails to retrieve all ID Cards and vehicle/vessels decals from their tenant.

The \$500 tenant security deposit shall insure that tenant fines for violations of HROA Traffic/CC&R/AECC Violation Policy are funded. Owners will be refunded the full \$500 security deposit upon termination of the tenancy, provided that there are no outstanding amounts due the Association by the tenant or owner. If any part of the \$500 security deposit is used, the property-owner will be advised and required to reimburse the security deposit account in like amount to maintain the \$500 level.

The property owner is to notify the HROA office ten (10) days prior to a tenant vacating his property. If a tenant is found to be currently unregistered for the property in which he resides, the owner of that property shall be assessed in the amount of \$300, which shall be deducted from the \$500 tenant security deposit.

Owners of rental property or their agents are responsible for screening all tenant applicants and ensuring that tenants are aware of applicable CC&R's and penalties for violations of those CC&R's, as well as other HROA rules & regulations. The Property owner or their agent is to provide a copy of the CC&R's, Bylaws and a Rules & Regulations booklet to their tenant. (Copies can be obtained of these documents for a nominal fee).

Upon notification by the owner that their property (properties) has been vacated, the HROA Office will reimburse the owner for all amounts due within ten (10) days of the date the tenant vacates the property (properties).

This Policy supersedes Board Policy adopted 4/14/95 and revised on June 1, 1998. This policy is effective 7/1/2015.

**HERITAGE RANCH OWNERS ASSOCIATION  
TENANT INFORMATION FORM**

Lot/Tract: \_\_\_\_\_ / \_\_\_\_\_ Account/Member ID: \_\_\_\_\_

**Tenant #1 Name:** \_\_\_\_\_

DL#: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

H.R. Residence/Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer's Name and Address: \_\_\_\_\_

\_\_\_\_\_ Employer's Phone: \_\_\_\_\_

**Tenant #2 Name:** \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

E-mail: \_\_\_\_\_

DL#: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Employer's Name and Address: \_\_\_\_\_

\_\_\_\_\_ Employer's Phone: \_\_\_\_\_

**FULL TIME RANCH RESIDENTS ONLY - Children living with you at Heritage Ranch**

Name	Age	Sex	OK to Sticker Vehicle
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**FULL TIME RANCH RESIDENTS ONLY - Any other Residents living with you at Heritage Ranch**

Name	Age	Sex	OK to Sticker Vehicle
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contact Name & Phone #: \_\_\_\_\_

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

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

**For Office Use Only:**

Property Owner: \_\_\_\_\_ Tenant Deposit: \_\_\_\_\_

Card Issued: \_\_\_\_\_ Gate \_\_\_\_\_ Tops \_\_\_\_\_ Constant Contact \_\_\_\_\_ Tenant Fee \_\_\_\_\_

## HROA RENTAL LICENSE

LOT/TRACT \_\_\_\_\_ PROPERTY ADDRESS \_\_\_\_\_

### I. Tenant Agreement

I hereby acknowledge receipt of the Heritage Ranch Owners Association Covenants, Conditions and Restrictions (CCR's), Bylaws and Rules & Regulations booklet, as provided to me by the Property Owner or agent, and agree to abide by the Rules and Regulations enacted for the community by the HROA Board of Directors.

I understand that I am liable and financially responsible for any damage to HROA property and that, in addition, all use of the Association facilities will be revoked or suspended as a result of any such damage or violations of HROA Rules and Regulations. I also understand that I am liable and financially responsible for any damages or violations committed by my guests.

I am aware that no obnoxious or offensive activities shall be carried on, nor shall anything be done that shall be or become an annoyance to the neighborhood...

**NO TENANT CARDS. WILL BE ISSUED WITHOUT THIS AGREEMENT BEING FULLY COMPLETED.**

SIGNATURE OF TENANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME(S) OF TENANT \_\_\_\_\_

### II. Property Owner Agreement

I hereby acknowledge the HROA Rules and Regulations pertaining to the rental of my property within Heritage Ranch. I understand that my property shall not be rented for periods of less than thirty (30) days at any one time. Owners of rental property or their agents are responsible for screening all Tenant applicants and ensuring that Tenants are aware of applicable CC&R's and penalties for violations of those CC&R's, as well as other HROA Rules & Regulations. **Property owners or their agent is to provide a copy of the CC&R's, Bylaws and Membership Handbook to their Tenant** (Copies can be obtained of these documents for a nominal fee). I am aware, that I am liable and financially responsible for any damage to HROA property caused by my tenants or their guests, and for violations of HROA Rules and Regulations that may occur. I also understand that the exterior appearance of my property, including the landscaping must be maintained properly at all times or substantial fines will be assessed to me, the property owner.

Enclosed are my membership cards, \$250 non-refundable processing fee and a separate \$500 refundable non-interest-bearing tenant security deposit. I hereby relinquish all rights to the use of all HROA facilities and amenities to the tenant named herein.

Property Management Co./Manager Name: \_\_\_\_\_

Property Management Co. Address \_\_\_\_\_

Mail correspondence/citations to:            Property Management Co.            Owner            Both

Property Owner/Manager email \_\_\_\_\_ Phone \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME OF PROPERTY OWNER \_\_\_\_\_

**Note: RETURNED MEMBERSHIP CARDS, \$250 PROCESSING FEE AND A SEPARATE \$500 TENANT DEPOSIT MUST BE AT THE HROA OFFICE FORTY-EIGHT (48) HOURS PRIOR TO ARRIVAL OF TENANT.**