

**TAUNTON TRACE HOA  
OWNER/TENANT INFORMATION**

DATE COMPLETED: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

UNIT OWNER(S) NAME(S): \_\_\_\_\_

OWNER'S CONTACT INFO: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

(Please PRINT CLEARLY and **HIGHLIGHT** primary email address for online portal activation)

By initialing here, I give my consent for HW Property Management, on behalf of TTHOA, to utilize the above listed email as the first form of communication. We will not share your email address with anyone without your prior consent.

**PLEASE CHECK ONE:**

OWNER OCCUPIED: \_\_\_\_\_  
COMPLETE SECTIONS 1-2

TENANT OCCUPIED: \_\_\_\_\_  
COMPLETE SECTIONS 3-5

I \_\_\_\_\_ have received a copy of the Taunton Trace Handbook that includes the HOA Rules and Regulations (also available on [www.tauntontrace.org](http://www.tauntontrace.org)). I have read and understand these rules and agree to abide by same.

MAILING ADDRESS: \_\_\_\_\_

(STREET Address where you would like association correspondence mailed)

**1. MORTGAGE INFORMATION**

MORTGAGE COMPANY: \_\_\_\_\_

LOAN NUMBER: \_\_\_\_\_

**2. EMERGENCY INFORMATION**

CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PHONE #'S: (H) \_\_\_\_\_ (W) \_\_\_\_\_

In case of emergency, does this person have a key to your unit? Y \_\_\_\_\_ N \_\_\_\_\_

If anyone else has a key to your unit, please list.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**TTHOA Owner/Tenant Form cont....**

3. **TENANT NAME(S)** \_\_\_\_\_

TENANT'S PHONE#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

4. **DATE TENANT OCCUPIED UNIT:** \_\_\_\_\_

LENGTH OF LEASE: \_\_\_\_\_

5. **HAVE TENANT SIGN BELOW**

I \_\_\_\_\_ have received a copy of the Taunton Trace Handbook that includes the HOA Rules and Regulations (also available on [www.tauntontrace.org](http://www.tauntontrace.org)). I have read and understand these rules and agree to abide by same.

**NOTE: If, at any time, you get new tenants, please call our office to obtain a new form.**

**PLEASE COMPLETE AND RETURN VIA EMAIL [hwpropertymanagement@aol.com](mailto:hwpropertymanagement@aol.com), FAX (609)654-8872 OR MAIL TO:**  
**TAUNTON TRACE HOA**  
**c/o HW PROPERTY MANAGEMENT**  
**105 ATSION ROAD, SUITE E**  
**MEDFORD, NJ 08055**