

**CANOA NORTHWEST HOMEOWNER'S ASSOCIATION**

**TENANT INFORMATION FORM**

Homeowners, please provide our HOA Gate Committee with the following information when renting or leasing property to a tenant. This information will allow our Gate Management Team to provide the gate security that they have been tasked with providing. You should provide your tenant with your gate remotes for the term of the agreement, but **DO NOT** share your 4-digit gate code, as a new one will be provided to the tenant for the term of your agreement. Thank you for your assistance with this matter.

-----  
**Homeowner**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

-----  
***I am renting / leasing my property to the following individual(s).***

**Tenant—will abide by all HOA governing documents.**

**Name:** \_\_\_\_\_

**Permanent Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**TERM OF AGREEMENT:** Start \_\_\_\_\_; End \_\_\_\_\_

-----  
**Tenant has been provided with:**  
**Gate Remotes (serial numbers):** \_\_\_\_\_  
-----

**Submitter's Name:** \_\_\_\_\_

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

*Privacy: The purpose of this form is to enable the Association's Board and Management to better serve you. This information will be kept in the strictest confidence, will be used for access security purposes, and will not be distributed throughout the community or to any other entity unless specifically requested by the tenant.*