

COTTONWOOD RIDGE HOMEOWNERS ASSOCIATION, INC.

REGISTRATION PACKET

This packet contains the following official HOA forms: (1) Owner Registration Form; (2) Tenant Self-Registration Form; and (3) Addendums 1, 2, 3, and 4 to be submitted with either official registration form. Registration with the HOA is mandatory under Chapter 2 of the HOA's Rules and Regulations adopted October 8, 2020.

REGISTRATION INSTRUCTIONS

OFFICIAL OWNER REGISTRATION FORM

Unit owners must use this form to register as a member of the Cottonwood Ridge Homeowners Association. Additionally, owners must complete all relevant registration addendums to register their vehicles parked in the complex (Addendum 2), their pets kept inside their unit (Addendum 3), and any guests who frequently visit and stay in their unit (Addendum 4). If you rent out your unit to tenants, complete Addendum 1 below. **If you are a tenant who needs to register, see the tenant self-registration form below.**

ADDENDUM 1 – TENANT REGISTRATION FORM

Owners who rent their unit must complete Addendum 1 and submit it to the HOA to register their tenants. A new Addendum 1 is required for each new tenant or tenancy term. Additionally, if relevant, owners must also complete all of the relevant registration addendums to register their tenants' vehicles parked within the complex (Addendum 2), their tenants' pets kept in their unit (Addendum 3), and any of their tenants' guests who frequently visit and stay in their unit (Addendum 4).

ADDENDUM 2 – VEHICLE REGISTRATION FORM

All vehicles parked within the complex must be registered with the HOA. Parking passes will not be issued without completed registration forms on file. You must update this form when you have a new vehicle parked in the complex.

ADDENDUM 3 – PET REGISTRATION FORM

All pets kept inside a unit must be registered with the HOA. Complete and submit Addendum 3 to register your pets with the HOA. Update this form when new pets or service animals are brought into your unit.

ADDENDUM 4 – LONG-TERM AND REGULAR OCCUPANT REGISTRATION FORM

All residents must register any long-term or regular guests who come to their unit as defined under the Rules and Regulations. Use this form to register family, friends, persons with whom you are in dating relationship, and any other guests who regularly visit or stay with you inside your unit.

OFFICIAL TENANT SELF-REGISTRATION FORM

If you are a tenant and your landlord will not register you with the HOA, then you may be able to use the Official Tenant Self-Registration Form to register yourself. However, for a tenant to self-register, the tenant must do the following: (1) first attempt to contact your landlord and ask them to register you and be prepared to explain why the landlord has not done so; (2) provide a copy of your state-issued photo ID; and (3) provide a copy of your written lease agreement. Otherwise, you cannot self-register. Tenants who self-register must also register their vehicles (Addendum 2), their pets (Addendum 3), and any guests who frequently visit and stay in you unit (Addendum 4).

WHEN COMPLETED, RETURN REGISTRATION FORMS TO THE HOA IN ONE OF THE FOLLOWING WAYS:

- (1) Deposit hard copies in the drop box outside the HOA Office;**
- (2) Email completed forms to: office@cottonwoodridgenorman.com; or**
- (3) Mail to: Cottonwood Ridge HOA, 401 12th Avenue SE, Norman, OK 73071**

COTTONWOOD RIDGE HOMEOWNERS ASSOCIATION, INC.

OWNER REGISTRATION FORM

A SEPARATE FORM MUST BE COMPLETED FOR EACH UNIT OWNED

UNIT AND OWNER INFORMATION

Building # _____ Unit # _____ Unit Type: Efficiency / 1-bedroom / 2-bedroom / 3-bedroom / Townhouse YES NO

Full Legal Names of ALL owners: _____

(This info should match the deed) _____

Is this unit owned by a corporation or limited liability company? YES NO

Corporate representative's name and contact information: _____

Is this unit owned by a trust? YES NO

Trustee's Name and Contact Information: _____

Owners' Physical Address: _____

Mailing Address (if different): _____

Telephone Numbers: _____

Email Addresses: _____

Do you consent to receive future official communications from the HOA by email? YES NO

Do you live in the unit you own? YES NO

Provide names and ages of all occupants who reside with you in your unit:

Do you have a vehicle parked on site? YES NO IF "YES," THEN COMPLETE ADDENDUM 2

Do you keep pets in your unit? YES NO IF "YES," THEN COMPLETE ADDENDUM 3

Do you have guests who frequently visit your unit? YES NO IF "YES," THEN COMPLETE ADDENDUM 4

Do you allow smoking in the unit? YES NO

Do you rent or lease this unit? YES NO

Is this unit currently rented? YES NO IF "YES," THEN COMPLETE ADDENDUM 1

Do you employ a property management company? YES NO

Do you allow renters to have pets? YES NO How many pets do you allow? _____

Do you have a written lease agreement? YES NO

Is there another living arrangement? (Example: Parent owns unit, but child occupies it without a lease)? YES NO

Explain: _____

If unit is occupied under a living arrangement other than a lease agreement, then the owner should provide the names and ages of all occupants in the lines above and also provide Addendums 2, 3, and 4, if relevant to registration.

This form was completed by: _____ Date: _____

ADDENDUM 1 – TENANT REGISTRATION

Building # _____ Unit # _____ Unit Type : Efficiency / 1-bedroom / 2-bedroom / 3-bedroom / Townhouse YES NO

Full Legal Name(s) of ALL owner(s): _____

TENANT INFORMATION

How many tenants reside in this unit? _____ How many tenants are adults? _____ How many tenants children? _____

When does this lease term begin and end? _____

Do you have a written lease agreement with these tenants? YES NO

IF "YES," PROVIDE A COPY OF THE LEASE TO THE HOA WITH THIS FORM. IF "NO," YOU ARE IN VIOLATION OF THE CC&Rs.

Does your written lease agreement contain a Crime Free Lease Addendum ? YES NO

TENANT 1: Adult / Child

Tenant Name: _____ Phone _____ Email Address _____

TENANT 2: Adult / Child

Tenant Name: _____ Phone _____ Email Address _____

TENANT 3: Adult / Child

Tenant Name: _____ Phone _____ Email Address _____

TENANT 4: Adult / Child

Tenant Name: _____ Phone _____ Email Address _____

TENANT 5: Adult / Child

Tenant Name: _____ Phone _____ Email Address _____

Do these tenants have a different mailing address ? YES NO

If "YES," then provide tenants' mailing address: _____

Any other occupants in this unit? YES NO

If "YES," provide their names and ages: _____

Do these tenants have vehicles? YES NO How many? _____ IF "YES," COMPLETE ADDENDUM 2

Do these tenants have pets? YES NO How many? _____ IF "YES," COMPLETE ADDENDUM 3

Do these tenants regularly have guests stay over? YES NO How many? _____ IF "YES," COMPLETE ADDENDUM 4

Have you provided your tenants with a copy of the HOA's official Rules and Regulations? YES NO

REAL ESTATE MANAGEMENT COMPANY INFORMATION

Do you employ a property management company to manage this unit? YES NO

Name of Management Firm: _____

Person to contact: _____

Physical Address: _____

Mailing Address (if different): _____

Telephone Number(s): _____

Email Address: _____

This form was completed by: _____ Date: _____

ADDENDUM 2 – VEHICLE REGISTRATION

Building # _____ Unit # _____ Unit Type : Efficiency / 1-bedroom / 2-bedroom / 3-bedroom / Townhouse YES NO

Name of occupant(s) keeping vehicles on premises: _____

Do you understand that only two vehicles may be kept per unit without applying for an exemption? YES NO

Do you understand that a current HOA parking sticker must be displayed on the windshield at all times? YES NO

Do you understand that the HOA may enforce its parking rules through towing vehicles? YES NO

VEHICLE INFORMATION

VEHICLE 1:

Name of all person(s) who own this vehicle: _____

Year _____ Make _____ Model _____ Color _____

State and License Plate Number _____

Is this vehicle operable? YES NO

Do you maintain auto insurance? YES NO

Insurance Company: _____

Insurance Policy Number: _____

VEHICLE 2:

Name of all person(s) who own this vehicle: _____

Year _____ Make _____ Model _____ Color _____

State and License Plate Number _____

Is this vehicle operable? YES NO

Do you maintain auto insurance? YES NO

Insurance Company: _____

Insurance Policy Number: _____

This form was completed by: _____ Date: _____

ADDENDUM 3 – PET REGISTRATION

Building # _____ Unit # _____ Unit Type : Efficiency / 1-bedroom / 2-bedroom / 3-bedroom / Townhouse YES NO

Name of occupant(s) keeping pets on premises: _____

Do you understand that only two pets may be kept per unit without applying for an exemption? YES NO

Do you understand pets are subject to additional HOA Rules and Regulations? YES NO

PET 1:

NAME OF PET _____

ANIMAL TYPE: _____

ANIMAL BREED: _____

AGE: _____

WEIGHT: _____ *(If not known, weight may be estimated)*

Is this “pet” actually a service animal as defined by the Americans with Disabilities Act? YES NO

Do you have substantiating documentation that this animal is a service animal? YES NO

Is this pet considered an “emotional support animal”? YES NO

Do you have substantiating documentation (such as an ESA letter) from a healthcare provider? YES NO

PET 2:

NAME OF PET _____

ANIMAL TYPE: _____

ANIMAL BREED: _____

AGE: _____

WEIGHT: _____ *(If not known, weight may be estimated)*

Is this “pet” actually a service animal as defined by the Americans with Disabilities Act? YES NO

Do you have substantiating documentation that this animal is a service animal? YES NO

Is this pet considered an “emotional support animal”? YES NO

Do you have substantiating documentation (such as an ESA letter) from a healthcare provider? YES NO

PET 3:

NAME OF PET _____

ANIMAL TYPE: _____

ANIMAL BREED: _____

AGE: _____

WEIGHT: _____ *(If not known, weight may be estimated)*

Is this “pet” actually a service animal as defined by the Americans with Disabilities Act? YES NO

Do you have substantiating documentation that this animal is a service animal? YES NO

Is this pet considered an “emotional support animal”? YES NO

Do you have substantiating documentation (such as an ESA letter) from a healthcare provider? YES NO

This form was completed by: _____ Date: _____

ADDENDUM 4 – LONG-TERM AND REGULAR OCCUPANTS REGISTRATION

Building # _____ Unit # _____ Unit Type : Efficiency / 1-bedroom / 2-bedroom / 3-bedroom / Townhouse YES NO

Name of occupant(s) registering routine guests: _____

Guest's Personal Information

Guest's Full Name: _____

Any aliases used: _____

Physical Address: _____

Mailing Address (if different): _____

Telephone Number(s): _____

Email Address(es): _____

Frequency of Guest's Visits: _____

What is the relationship of your guest to you?

- Family Member
- Friend
- Person with whom you are in a dating relationship
- Other

Explanation: _____

Have you advised your guest that the HOA has Rules and Regulations, which must be strictly complied with? YES NO

Do you understand that you may be held responsible for your guest's violations of the Rules and Regulations? YES NO

Guest's Vehicle Information

Year _____ Make _____ Model _____ Color _____

State and License Plate Number _____

Do the guest maintain auto insurance? YES NO

Insurance Company: _____

Insurance Policy Number: _____

Do you understand that, without an exemption, registered guests must still park in the visitor parking lots? YES NO

Do you understand a parking sticker must be displayed to park in visitor parking for more than 72 hours? YES NO

Do you understand that the HOA may enforce its parking rules through towing vehicles? YES NO

This form was completed by: _____ Date: _____

COTTONWOOD RIDGE HOMEOWNERS ASSOCIATION, INC.

TENANT SELF-REGISTRATION FORM

TENANTS MAY USE THIS FORM ONLY IF THEIR LANDLORD WILL NOT REGISTER THEM

UNIT AND TENANT INFORMATION

Building # ____ Unit # ____ Unit Type : Efficiency / 1-bedroom / 2-bedroom / 3-bedroom / Townhouse YES NO

Name of tenant who is self-registering with the HOA: _____

Name of unit owner or landlord: _____

Contact Information that you have for the owner or landlord: _____

Have you asked your landlord to register you? YES NO IF "NO," YOU CANNOT SELF-REGISTER!

What contact have you had with your landlord and why has your landlord not registered you? Explain your answer:

Can you provide a state-issued photo ID? YES NO IF "NO," YOU CANNOT SELF-REGISTER!

Is a copy of your ID submitted with this form? YES NO IF "NO," YOU CANNOT SELF-REGISTER!

Can you provide a signed copy of your lease? YES NO IF "NO," YOU CANNOT SELF-REGISTER!

Is a copy of your lease submitted with this form? YES NO IF "NO," YOU CANNOT SELF-REGISTER!

TENANTS MAY NOT SELF-REGISTER UNLESS ALL OF THE ABOVE DOCUMENTATION IS PROVIDED WITH THIS FORM.

How many tenants are in this unit (including yourself)? Total Number of Tenants ____ Number of: Adults ____ Children ____

Tenant Name: _____ Adult / Child Phone _____ Email Address _____

Tenant Name: _____ Adult / Child Phone _____ Email Address _____

Tenant Name: _____ Adult / Child Phone _____ Email Address _____

Tenant Name: _____ Adult / Child Phone _____ Email Address _____

Tenant Name: _____ Adult / Child Phone _____ Email Address _____

Do you have a different mailing address? YES NO

If "YES," provide your other mailing address: _____

Are there any other occupants in this unit? YES NO

If "YES," their names and ages: _____

Have you been provided with a copy of the official HOA Rules and Regulations by your landlord? YES NO

REGISTRATION ADDENDUMS

Do you have or park any vehicles in the complex? YES NO How many? ____ IF "YES," COMPLETE ADDENDUM 2

Do you keep any pets in your unit? YES NO How many? ____ IF "YES," COMPLETE ADDENDUM 3

Do you have any guests who frequently visit you? YES NO IF "YES," COMPLETE ADDENDUM 4

This form was completed by: _____ Date: _____