

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

31512 Railroad Canyon Road, Canyon Lake, CA 92587
951.244.6841 | www.canyonlakepoa.com

OFFICE USE ONLY

Date Rec'd:	Staff: _____	
Submitted By:	Owner	PM
Verified:	POA/ID	Signature
	NEW LEASE	RENEWAL LEASE
Prior Tenants:	Yes	No
Outstanding Items:	Paid	Returned

LEASE AUTHORIZATION FORM

TRACT-LOT: _____ DATE: _____

Your signature(s) on this form is an authorization for the Canyon Lake Property Owners Association to issue to your Tenant or Lessee the items you authorize in accordance with the Rules and Regulations of the Canyon Lake Property Owners Association for the terms specified.

NAME OF TENANT(S): _____

PROPERTY ADDRESS: _____

DURATION OF LEASE (PLEASE SPECIFY MONTH, DAY & YEAR): _____

1. Number of **ID Cards** to be issued:
(There is a \$35 fee for each ID Card issued that exceeds six (6) per property.) _____
2. Number of **Car Decals** to be issued:
(There is a \$45 fee for each Car Decal issued that exceeds four (4) per property.) _____
3. Number of **Motorcycle Parking Decals** to be issued: _____
4. Number of **Golf Cart Decals** to be issued: _____
5. Number of **Annual Golf Memberships** to be issued: _____

I relinquish the Boating Rights, Dock Slip Rentals, Equestrian Boarding, and Permanent Guest List Privileges to my tenant. (Relinquishment of these privileges is only valid with a one (1) year lease and does not release the Owner from financial responsibility including fees, fines, delinquency, late charges and / or damages caused by the tenant.)

Signature of Owner/Property Manager

6. Number of **Boat Decals** to be issued _____

I understand that all items I have authorized to be issued must be returned to the Association upon the tenant / lessee vacating the property. **If they are not returned, the Association will charge me \$100 for each item that has not been returned. No new renewal or lease agreement will be processed until all items are returned or payment received for the non-returned items.** I also understand that there is a \$170 processing fee for each lease agreement. If the existing tenant(s) is renewed on or before the expiration date listed above the renewal fee drops to \$50.

Signature of Owner/Property Manager

Phone Number