

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: _____
2. Number of **Car Decals** to be issued: _____
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: _____
6. Number of **Non-Motorized Boat Decals** to be issued: _____

I relinquish the Powered 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 **Motorized 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**.

Print Name of Owner / Property Manager

Phone Number

Signature of Owner / Property Manager

Date