Steiner Ranch™

12550 Country Trails Lane
Austin, Texas 78732

Office (512) 266-7553
Email steiner@alamomg.com

Tenant /Occupant Registration

Page 1 of 2 **INCOMPLETE FORMS CANNOT BE PROCESSED**

$50.00 Non-Refundable Registration Fee

Date Paid: _____ **Rec'd by:** _____

Amount: $ _____ **Check #** _____

Paid by: ☐ **Owner** ☐ **Tenant**

This Section To Be Completed By Legal Property Owner

☐ **SRMA** ☐ **SRROA**

Steiner Ranch Property Address: _____

Legal Property Owner

Name: _____ Home Phone: ( ) _____

Absentee Address: _____ Work Phone: ( ) _____

City: _____ State: _____ Zip Code: _____

List all Tenants-Occupants on the property

Adult: *First Name*	*Last Name*	*Tag#*

Children: *First Name*	*Last Name*	*Birth Date*

NOTE: Once a completed registration form and registration fee is received, one Facility Tag will be issued to the Tenants/Occupants. Additional Facility Tags may be issued for a "User Fee" of $35.00 each upon request and upon determination of membership privileges. The Legal Property Owner is responsible for all tags issued to Tenants/Occupants. A $100.00 charge will be assessed to the Legal Property Owner for each issued tag not returned when the Tenants/Occupants vacate the property. Tags CANNOT be transferred from one Tenant/ Occupant to another. Each time a property is rented or leased; all issued Facility Tags must be returned and re-issued by the Association. All tags are the property of the Association. Tags used by unregistered persons will be confiscated.

Legal Property Owner's Signature

I, the Legal Property Owner, have read and agree to abide by all terms and conditions stated on page 1 and page 2 of this document and in the Steiner Ranch Community Owners Manual. I also understand that I am responsible for any fines and/or penalties levied against the Tenants/Occupants for violation of any covenants, guidelines or rules.

_____ _____ _____

Legal Property Owner Signature | *Legal Property Owner Name (Please Print Legibly)* | *Date*

Tenant-Occupant's Signature

I, the Tenant/Occupant, have read and agree to abide by all terms and conditions stated on page 1 and page 2 of this document and in the Steiner Ranch Community Owners Manual. I also understand that I am responsible for all Tenants/Occupants residing with me and my guests and invitees.

_____ _____ _____

Tenant/Occupant Signature | *Tenant/Occupant Name (Please Print Legibly)* | *Date*

_____ _____

Home/Cell Phone(s) | *Email Address(es)*

Tenant/Occupant Registration

INCOMPLETE FORMS CANNOT BE PROCESSED

Legal Property Owner(s) and Tenants/Occupants Agree to the Following Terms and Conditions

The information stated herein is excerpts taken from the Steiner Ranch Community Owner's Manual and as such, are not limited to those appearing here. The Steiner Ranch covenants, guidelines and rules are subject to change, and all members, tenants/occupants, their invitees and guests are subject to those changes, regardless of the date of signing this agreement.

GENERAL

1. The Legal Property Owner is responsible for the completion of this form and any other requested information by the Association. In addition, it is the responsibility of the Legal Property Owner to insure that all applicable fees are paid.

2. All Tenants/Occupants must be registered with the Association within fifteen (15) days of moving onto the property. Failure to do so is a violation of the rules and, therefore, Legal Property Owners are subject to appropriate enforcement including penalties and fines.

3. Privileges *cannot* be shared between the absentee Legal Property Owner(s) and the Tenants/Occupants. Renting or leasing your property automatically transfers privileges to the Tenants/Occupants.

4. Facility Tags may not, at any time, be transferred to any other person or property.

5. Registered Tenants/Occupants may be assigned Member privileges only if the Legal Property Owner(s) has completed a Facilities Use Agreement and a Tenant/Occupant Registration Form and has filed the forms at the Association office. If so, one (1) Facility Tag will be issued at no charge. Additional Facility Tags may be issued for a "User Fee" of $35.00 each, upon request when all previously issued Facility Tags are presented to ensure no tag(s) have been lost and upon determination of membership privileges. **The Legal Property Owner is responsible for all tags issued.** A Lost facility Tag Fee of $100.00 per tag will be charged to the Owner for each tag issued to a Tenant/ Occupant not returned prior to vacating the property. The minimum age requirement for access into the controlled access facilities without adult supervision is fourteen years. See the Facility Rules for details.

6. All covenants, guidelines and rules must be complied with at all times. Legal Property Owners are responsible for any fines and/or penalties levied against Tenants/Occupants, including guests and invitees, for violation of any covenants, guidelines or rules.

LOST/DAMAGED FACILITY TAGS

1. Lost or damaged Facility Tags must immediately be reported to the Association office. A replacement Facility Tag may be issued for a fee of $35.00.

2. A reported lost/damaged Facility Tags will be immediately deactivated.

RETURN OF TAGS

1. All Facility Tags must be returned directly to the Association office within the following time restrictions (whichever comes first):
   a) **No later** than twenty-four (24) hours before the close of escrow.
   b) **Before** the date of entering into any lease agreement with a Tenant/Occupant.
   c) **Before** vacating the property.

2. Failure to return all tags within the above time restrictions will result in a lost/unreturned Facility Access Tag fee of $100.00 per tag and subsequent Tenants/Occupants or Legal Owner(s) will not be eligible for Facility Access Tags until all previously issued tags are returned and/or appropriate fees paid.

ASSOCIATION ASSESSMENTS

Semi-annual assessments are due, in full, on January 1st and July 1st. As a courtesy, the Association will make every effort to send a statement to the absentee Legal Property Owner. It is the Legal Property Owners responsibility to pay the Association assessment in full regardless of receipt of a semiannual statement. If the Legal Property Owners account becomes delinquent the Association will immediately de-activate all Facility Tags issued to the property and rescind Member privileges. Any Tenants/Occupants of such delinquent Legal Property Owners would be denied participation in Association functions, programs, lessons or events and would not be allowed to reserve any Association Facility.

ASSOCIATION COVENANTS, GUIDELINES AND RULES

The Association has the authority to change the covenants, guidelines and rules. Members are notified of any changes through written notification or via the list serve or website. All Members, Tenants/Occupants, guests and invitees are required to comply with any changes. Current covenants, guidelines and rules are available at the Association's Office.

ENFORCEMENT

According to the enforcement provisions of the governing documents, in addition to the fees/penalties described, a fine of $25.00 per day for each violation will be levied on a Member who fails and/or on behalf of their Tenants/Occupants who fail to abide by the covenants, guidelines and rules.

Legal Property Owner Signature	*Legal Property Owner Name (Please Print Legibly)*	*Date*
Tenant/Occupant Signature	*Tenant-Occupant Name (Please Print Legibly)*	*Date*