
HACIENDA CARMEL COMMUNITY ASSOCIATION

1000 Hacienda Carmel Carmel, California 93923-7949

Telephone (831) 624 - 8261 • Fax (831) 625 - 7805 • www.haciendacarmel.org

OCCUPANCY INFORMATION & AGREEMENT BY NON-OWNER(S)

Property Information:

Unit # _____ Occupancy is for: _____ Rental _____ Additional Occupant _____ Caregiver

Date Rental / Lease begins _____ Expected move-in date _____

Name of Owner(s) _____ Phone _____

Signature of Owner Authorizing Person(s) for Occupancy _____

Occupant(s) Information: *(Please use additional sheet if more than two occupants)*

Name _____ Date of Birth ____ / ____ / ____
Last First M.I.

Current or past occupation _____ Work phone _____

Email address _____ Cell phone _____

Name _____ Date of Birth ____ / ____ / ____
Last First M.I.

Current or past occupation _____ Work phone _____

Email address _____ Cell phone _____

Current home address _____
Street City State Zip

Home phone _____ Years at this address _____ Own _____ Rent _____

Do you have any pets? Yes _____ No _____ (If yes, please describe below)

OCCUPANCY INFORMATION & AGREEMENT BY NON-OWNER(S)

Friends living at Hacienda Carmel:

_____	_____	_____	_____
Name	Unit #	Name	Unit #
_____	_____	_____	_____
Name	Unit #	Name	Unit #

Personal References:

_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone

It is important to note that the Association cannot be responsible for the personal or medical care of residents. For that reason it is requested that you provide the following information so that in the event of an emergency the appropriate individuals can be contacted by Hacienda staff. This information is maintained in a secure, confidential manner.

Emergency Contact(s):

_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone

Additional Information: *(Please feel free to share any additional information you feel may be pertinent)*

Understanding of Financial Obligations & Acknowledgement of Governing Documents:

By signing and submitting this document, I/We signify an understanding of the financial obligations associated with any fees and other charges that may be accrued as a resident of Hacienda Carmel.

I/We also acknowledge that all residents of Hacienda Carmel are governed by a set of documents established in accordance with the California Civil Code including published Ground Rules or other written policies as may be established or amended from time to time by the Hacienda Carmel Board of Directors. By signing and submitting this document, I/We agree to abide by the Hacienda Carmel Ground Rules and acknowledge receipt of these documents.

_____	_____	_____
Occupant signature	Occupant signature	Date

Date Form Received _____ Date of Orientation Meeting _____ By _____