



# Highland Square Homeowners Association, Inc.

## RENTAL AGENT DESIGNATION

\_\_\_\_\_  
Rental Property Street Address

\_\_\_\_\_  
Name of Property Owner(s)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Owner(s)' Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zipcode

\_\_\_\_\_  
Owner(s)'s Primary Telephone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Rental Agent:

\_\_\_\_\_  
Rental Agent's Employer:

\_\_\_\_\_  
Rental Agent's Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zipcode

\_\_\_\_\_  
Agent's Primary Telephone Number

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
Agent's Email Address

\_\_\_\_\_  
Name of Alternate Contact

I hereby designate the above-referenced individual and/or organization as the authorized agent for the rental of our property in Highland Square. The Association is directed to accept documents and/or funds from the agent as if they were submitted directly by me.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date Signed

*Acceptance of Designation:*

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date Signed

### **Note to Landlords:**

The Association can maintain just one official mailing address per property. We are unable to mail pertinent notices directly to a rental agent unless that agent has been authorized in writing by the owner to receive ALL communications from the Association (including remittance slips and other documents related to collection of assessments). Copies of violation notices and other non-rental related mail will be provided to the designated agent upon request from either the owner or the agent.

This form does not constitute an authorization to send all communications to an agent. Such authorization must be furnished separately by the owner.