



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.