

# Pioneer Hills Owners Association

[www.pioneerhillsowners.com](http://www.pioneerhillsowners.com)

## 2022 New Resident Checklist – New Lease

This checklist must be used for all transactions for this lease. Prior to move-in all fees must be paid and all forms must be filled out and completed in accordance with Pioneer Hills Owners Associations' governing documents.

**This checklist applies to Address:** \_\_\_\_\_

### All Fees apply:

Administrative Fee - \$200.00 (is required with packet)

### All Forms to be completed/returned:

- Checklist Completed  
Date \_\_\_\_\_
- Signed Copy of Lease Agreement  
Received Signed Copy \_\_\_\_\_
- New Resident Information Sheet  
Tenants \_\_\_\_\_
- New Resident Vehicle Registration Form  
Tenants \_\_\_\_\_
- Association Documents Acknowledgement Form  
Owners \_\_\_\_\_ Tenants \_\_\_\_\_

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Please Email Complete Lease Packet to: [Heidi@teleos-services.com](mailto:Heidi@teleos-services.com) or Mail to:  
6833 S Dayton St., Ste 163, Greenwood Village, CO 80122

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## 2022 Information Sheet for New Residents

**Please complete this form entirely**

**DATE:** \_\_\_\_\_ **LEASE FROM/TO:** \_\_\_\_\_

### OCCUPANTS:

**NAME 1:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Employer/Occupation:** \_\_\_\_\_ **Vehicles/Plates:** \_\_\_\_\_

**NAME 2:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Employer/Occupation:** \_\_\_\_\_ **Vehicles/Plates:** \_\_\_\_\_

**OTHER PERSONS THAT WILL LIVE IN THE HOME:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### EMERGENCY CONTACTS:

**Name :** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relation:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

### HOMEOWNERS CONTACT:

**Name :** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Relation:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

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**PIONEER HILLS OWNERS ASSOCIATION, INC.**

**Association Documents Acknowledgement**

It is important that all residents in the Pioneer Hills community know the rules of the community, and the Owners of rental units are responsible for making sure that their Tenants are aware of and adhere to the community's governing documents. For the convenience of the Owners and Tenants, all the governing documents, including the Rules and Regulations, Declarations and Bylaws, are available on the community website at [www.pioneerhillowners.com](http://www.pioneerhillowners.com). This form is meant to be an acknowledgement of the existence and applicability of the governing documents; however, this acknowledgement is not a substitute for providing and reviewing all of the governing documents applicable to the community by all Owners and Tenants.

- Upon each new lease of a unit, an administrative fee of \$200.00 is required to be paid to the management company prior to management processing the required paperwork
- All leases are subject to, and Tenants agree to abide by, the governing documents including the Declaration which is incorporated herein by reference, and all Rules and Regulations established pursuant to such Declaration, and the Association's Bylaws
- By signing below, Tenants agree to abide by all parking rules, as adopted and amended by the Association
- By signing below, Owners acknowledge that their Tenant(s) have the right to use amenities within the community, but that the Owners relinquish their rights to use community amenities during the term of the lease.
- Owners are and shall remain responsible for all charges, fees, fines and penalties assessed against their Tenants during the lease term.
- No subletting by Tenants is permitted

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

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