

# Tenant Information Sheet

Homeowner's Name: \_\_\_\_\_

Homeowner's Unit #: \_\_\_\_\_ Homeowner's Telephone #: \_\_\_\_\_

Homeowner's Mailing Address: \_\_\_\_\_

=====

Tenant's Name: (please list all persons who live in unit)

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

Tenant's Mailing Address: (if not using Orchard Hills)

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

Tenant's Telephone #: \_\_\_\_\_

Do your tenants have pets? If so please list them.

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

Make, Model, Color and License Plate # of your tenant's vehicles:

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

Please list approximate date that your tenants moved into Orchard Hills Estates.

\_\_\_\_\_

**RULES AND REGULATIONS:**

I have given a copy of the Rules and Regulations to my tenant and have gone over those Rules and Regulations of the Orchard Hills Homeowners Association with my tenant.

\_\_\_\_\_  
Homeowner's signature

\_\_\_\_\_  
Date

I have received a copy of the Rules and Regulations of the Orchard Hills Homeowners Association and fully understand and acknowledge those Rules and Regulations and agree to abide by and follow the Association's policies.

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Date

\* Homeowners who rent their units are required to fill out the appropriate paperwork and send it to: Maine Real Estate Management, PO Box 1193, Bangor, ME 04402

***Reminder: When you have new tenants move into your unit please make sure that you do the following:***

- 1. Make a copy of the Orchard Hills Homeowners Association's Rules and Regulations and give them to your tenants.*
- 2. Review the Association Rules and Regulations to make sure the tenant understands the Rules and Regulations and that they are aware of the Association's policies.*
- 3. Send in a copy of the signed lease or rental agreement to management, to have on file.*
- 4. Make sure that the Tenant Information Sheet is signed by the tenant and by the homeowner, before sending it to the management office.*

***Thank you for taking the time to fill out this form.  
It will become an important part of your homeowner's file.***