

Trophy Ridge HOA

Rental Property Registration

Landlords, please complete all 3 sections and return to:

1600 NE Loop 410, Ste. 202, San Antonio, TX 78209

210.829.7202 210.829.5207 Fax

Email: kirsten.costello@fsresidential.com

*** Please notify us immediately of any changes by providing the information in Section 3 *
Phone, fax, or mail any changes or updates**

Rental Property Address: _____

Section 1 – Owner Information:

Owner (s) Name(s): _____

Owner(s) Mailing Address: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

E-mail address: _____

(for HOA communications only – we do not share or distribute personal information)

Emergency Contact: _____

- I agree to release my pool pass to the tenant(s) referenced below (owner must also complete Pool Agreement form)
- I understand that it is my responsibility to inform SMS of any changes to this document.
- I understand that I am ultimately responsible for all issues that are related to my property.

Section 2 – Managing Agent Information (if different than above):

Managing Agent/Company Name: _____

Address: _____

Phone: _____ Fax: _____

Primary Contact Name: _____ E-mail: _____

- I would like to have all correspondence mailed to my managing agent.

Section 3 – Tenant Information:

Name(s) of leaseholder(s): _____

Phone: _____ E-mail: _____

(optional – used for HOA communications only)

Total # of tenants: _____ Lease expiration date: _____

