

Big Canoe Property Owners Association
10586 Big Canoe, Jasper, GA 30143
(706) 268-3390

Residential Lease Registration Form

Property Address: _____ Lot #: _____

Emergency phone number: _____ Pin #: _____

1. Registering your residence as a leased property is required.
2. There is a \$25.00 annual fee for registration.
3. Please complete and return your registration form at least 48 hours prior to leasing your property.

If you do not register, your lessees will not be permitted through the gates and a \$1000.00 fine may be assessed.

A list of all tenants to the leased property including telephone number, dates of stay and property address must be provided in advance by the Property Owner to Public Safety by:

- Fax (706) 268-1730
- email: maingate@bigcanoepoa.org
- *or* dropping off the list at the Main Gate

Tenants are not authorized to call in other guests.

The Property Owner is responsible for the actions of their tenants. If a fine is assessed, the owner is responsible for payment. The Property Owner or their agent will provide lessees with the Rules and Regulations of Big Canoe POA or a link to the document at bigcanoepoa.org.

Please fill out this lease registration form and return with your payment to:

**Big Canoe POA, ATTN: Treena Parish,
10586 Big Canoe, Jasper, GA 30143**

Owner Name:	_____
Street Address:	_____
City, ST and Zip:	_____
email address:	_____
Home/Work phone:	_____
Cell phone:	_____

I have read and understand the Rules and Regulations A.14 Rules for Use of Family Dwelling Unit by Tenants:

Signature of Property Owner: _____

Signature of Agent (if applicable): _____

SPECIAL NOTE: "The name of each Authorized Corporate Occupant shall be designated in writing to the Board and may not be changed more frequently than once every 12 months without the Board's written consent."

Residential Lease

Tenant & Agent information

Owner shall be responsible for updating the POA with contact information for any agent assisting in the leasing or management of the subject property.

(If applicable)

Agent Name: _____

Street Address: _____

City, ST and Zip: _____

email address: _____

Home/Work phone: _____ Cell phone: _____

Short-Term Lease

A Short-Term Lease is for 30 consecutive days or less. Owner shall complete a Guest Arrival List prior to any short-term lease and return it to Big Canoe Public Safety. The Guest Arrival List must be provided before Guest arrival; 48 hours prior to arrival is preferred. For emergency purposes, contact information must be provided for all adults on the Guest Arrival List.

Long-Term Lease

A Long-Term Lease is for 31 days or more. A copy of a Long-Term Lease must be provided along with a mailing address and contact phone number of the Lessee for emergencies. Please provide contact information for your tenant(s) here.

Tenant Name: _____

Tenant Name: _____

Street Address: _____

City, ST and Zip: _____

email address: _____

Home/Work phone: _____ Cell phone: _____

As the Property Owner, I authorize the following for my tenant:

- Transponder
- Guest Registration
- Charge privileges on POA account
- Amenity Membership

Signature of Property Owner: _____

Signature of Agent (if applicable): _____