

**Stonebridge Ranch Community Association (SRCA)**

**Lease Registration Form - Rev. May 2024**

This Rental/Lease Registration Form is to be completed by the homeowner to register the rental/lease of a Stonebridge Ranch residential property. The completed form, addendum, along with the registration fee, must be submitted to SRCA, prior to the start of any new or renewal lease. Failure to register a lease would result in a fine of \$250 per month the rental/lease is not registered.

The following must be submitted along with the Rental/Lease Registration Form:

- \$150 Annual Lease Registration Fee
- Copy of Lease
- Property Management Agreement and/or Letter of Authorization (If Applicable)
- Transfer of Privilege Form AND \$100 Annual Transfer of Privileges Processing Fee (If Applicable)

Fees are payable by check or money order (made payable to SRCA) to SRCA Office, located at 6201 Virginia Pkwy, McKinney TX 75071, 214-733-5800. No credit card or cash payments.

Homeowner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rental /Lease Term Length: \_\_\_\_\_

New Lease

Rental/Lease Term Start Date: \_\_\_\_\_

Lease Renewal

Rental/Lease Term End Date: \_\_\_\_\_

**Tenant Names / Information (Phone or email must be filled out for all signers of the Lease):**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Management Company:**

Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Homeowner Acknowledgements:**

\_\_\_\_\_ I have provided the Tenant with a hard copy or the website location for SRCA’s governing documents and explained all the use restrictions and SRCA community policies to the Tenant.

\_\_\_\_\_ The Tenant agreed to comply with the SRCA governing documents, restrictions and community policies.

\_\_\_\_\_ As the Landlord, I acknowledge and understand that I am fully responsible for my Tenant’s compliance and conduct concerning the SRCA governing documents and policies, and I will be responsible for curing any Tenant violations and paying any fines levied as a result of said conduct and violation(s) in accordance with the terms of the governing documents.

\_\_\_\_\_ A copy of the signed Rental/Lease Registration Form and registration fee payment will be forwarded to SRCA prior to the start of any new and amended lease.

\_\_\_\_\_ A fine of \$250 per month that the Leasing Form and/or required information is not submitted will begin 30 days after an owner executes a lease agreement for a home not previously registered.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**Please Note: This form must be completed each time a homeowner has a new or amended lease for each leased property. The annual lease registration fee covers a consecutive 12 month period, regardless of the length of the lease term.**

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**For Official Use Only**

Form Completed       Lease Agreement       Property Mgmt. Agreement (If Applicable)

Payment Check # \_\_\_\_\_ Amount \_\_\_\_\_

Approved Date \_\_\_\_\_ Initials \_\_\_\_\_ Lease Registration Termination Date \_\_\_\_\_