

Townhome at Rockrimmon Association

Darren@zandrmgmt.com • www.tarocka.com

Unit # _____

Townhome at Rockrimmon “The Residence” Annual Mailing

Greetings Homeowners,

Enclosed are the annual form, which are due back to the management office no later than **March 1, 2021**

Failure to fully complete and submit this paperwork by **March 1, 2021** will result in a monthly fine of \$50.00 until completed paperwork is returned. Incomplete paperwork will be returned to the unit owner to be re-submitted in its entirety.

Owner Signature _____ Date: _____

Professionally Managed by:



6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Phone (719) 594-0506 • Fax (719) 594-0473

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Unit # _____

HOMEOWNER INFORMATION SHEET

Owner Name: _____

2nd Owner Name: _____

Name of other Occupants:

Owner alternate mailing address: _____

Owner phone number: (H) _____ (W) _____

Owner email: _____

Do you have an emergency plan? Yes No

Is the unit "Owner Occupied"? Yes No

If no, is this a rental property? Yes No

If your unit is leased, you MUST provide the Association a copy of the lease each time you rent your unit. Key Cards will not be issued or activated until the lease is received and a copy of the Tenant Information Sheet is on file. A \$25.00 Administrative Fee applies for each tenant change and failure to notify the Management Office of these changes will result in a violation and fine.

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VEHICLE INFORMATION

Year	Make	Model	Color	License plate #
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- *Residents will not exceed use of parking space provided with the unit.*
- *Residents will not use guest parking at any time*
- *All vehicles must have current tags and be operational or they will be towed.*

ACCESS CARDS

- **Lost or stolen cards will be replaced for \$25.00 each and must be reported to the Management Office.**
- **Each Unit is allowed two (2) active key cards only.**
- **Key cards will be deactivated if account is delinquent or rules are violated.**

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TOWNHOME AT ROCKRIMMON ADDITIONAL LEGAL REQUIREMENTS ASSOCIATION INSURANCE QUESTIONS

- 1 A smoke detector is required on each level of your unit. Are you in compliance?
- 2 Yes No
- 3 Have your smoke detectors been tested with the last 12 months? Yes No
- 4 A fire extinguisher is required within your unit. Are you in compliance? Yes No
- 5 Has your fire extinguisher been tested within the last 12 Months? Yes No
- 6 Is your wood fireplace being used? Yes No
If no, an affidavit must be provided by the Homeowner to the Management Company.
- 7 Has your chimney been cleaned within the last 12 months? Yes No
(Receipt required)
- 8 Has your dryer vent been cleaned within the last 24 months? Yes No
(Receipt required)

HOMEOWNER INSURANCE

It is a requirement that each Homeowner have an "HO6 Condominium Unit Owner's Policy" with sewage backup in place and that they provide the Management Company with a copy of the Declaration Page of the policy. That document must provide:

1. Homeowner's name and insurance company name (insurance agent name optional)
2. Coverage categories and the amount of coverage for each category

Ask your insurance agent to fax a copy of this document to the Management Office at:
Fax (719) 594-0473 or email: office@zandrmgmt.com

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TENANT INFORMATION SHEET

Tenant Name: _____

2nd Tenant Name: _____

Name of other Occupants: _____

Owner alternate mailing address: _____

Tenant phone number: (H) _____ (W) _____

Tenant email: _____

Rental Insurance Provider: _____

Agent/Phone # _____

VEHICLE INFORMATION

Year	Make	Model	Color	License plate #
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PET STATEMENT

If you **DO NOT** own a pet, please complete the following:

I, _____, affirm that I do not have a cat or a dog living in my unit.

If you **DO OWN** a pet, please complete whichever of the following pertains to you:

I, _____, have a cat and have notified the Management Office. I understand that it must be an indoor cat only.

I, _____, have a service dog and understand that it must be on a leash while outside and can only be walked through the Community to assist me as a service dog. I understand that my dog must be walked off property to relieve itself and in the event that it does not make it off property, I will properly dispose of the pet waste.

I have submitted the official ADA paperwork for my service animal: ___Yes ___No

If No, the official ADA paperwork must be submitted with this form.

Please provide a picture of the dog and submit it with the paperwork. This is to create a system to help us recognize your dog as approved.

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FIREPLACE STATEMENT

If you **DO NOT** have a fireplace in your unit, please complete the following:

I, _____, affirm that I do not have a fireplace in my unit

If you **DO HAVE** a fireplace, please complete whichever of the following pertains to you:

I, _____, have a fireplace in my unit but I do not use it.

I, _____, have a gas fireplace in my unit.

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SB 100 Policies Statement

I have read and understand the SB 100 policies of the Association that were adopted June 19, 2017. The SB 100 policies can be found online by logging in to <https://tarocka.com> and looking under HOA Information.

Owner Signature _____ Date: _____

RULES AND REGULATIONS STATEMENT

I HAVE READ THE 2013 Rules and Regulations for Townhome at Rockrimmon. The Rules and Regulations can be found online by logging in to <https://tarocka.com> and looking under HOA Information.

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