

SQUIRE VALLEY HOMEOWNERS ASSOCIATION
c/o Towne Properties Asset Management Co.
500 Thomas More Parkway
Crestview Hills, KY 41017-2175

NOTIFICATION OF PENDING LEASE
LEASE EXECUTION FORM

When do you file a Notification of Pending Lease / Lease execution form?

This form should be submitted as soon as you have made the decision to lease your unit and again when you unit has been leased.

What is the object of the form?

The object of requiring a Homeowner to file this form is to keep track of who is living in the units and to better serve you by improving our methods of communication to both you as the Homeowner and any prospective lessee.

NAME: _____

PHONE #'S: WORK: _____ HOME: _____

LISTING BROKER, IF ANY: _____

FILL OUT WHEN UNIT IS LEASED:

NAME OF LESSEE: _____

OCCUPANCY DATE: _____ NUMBER OF PEOPLE TO OCCUPY UNIT: _____

LEASE TERM (FROM) _____ TO _____

UNIT OWNER'S FORWARDING ADDRESS & PHONE: _____

MAIL TO: TOWNE PROPERTIES
500 THOMAS MORE PARKWAY
CRESTVIEW HILLS, KY 41017
ATTN: Debbie Zai

FOR OFFICE USE ONLY:

DATE RECIEVED: _____