

Lake Ridge Parks & Recreation Association

# TENANT REGISTRATION FORM

12350 Oakwood Drive, Woodbridge, VA 22192  
Phone: 703-491-2154 / Fax form to: 703-497-7145  
Email form to: recreation@lakeridgeva.com

Homeowner Name: \_\_\_\_\_ Homeowner Name: \_\_\_\_\_

Lake Ridge Address: \_\_\_\_\_

Offsite Address: \_\_\_\_\_

(C/H) Phone: \_\_\_\_\_ (W) Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(C/H) Phone: \_\_\_\_\_ (W) Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Requirements:**

- Lease Agreement – current, signed, complete copy
- \$50 Administration Fee – payable by Homeowner
- Delegation of Use of Amenities – complete Section 2 below
- Owner & Tenant Signature(s)

**Lease, registration form & payment MUST be submitted together.**

**1. Tenant Information:**

Lease Dates: From \_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY)

Tenant Name: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

(C/H) Phone: \_\_\_\_\_ (W) Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(C/H) Phone: \_\_\_\_\_ (W) Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Additional Occupants:** Please list all current occupants, including children, to avoid additional registrations & administration fees.

	First Name	M.I.	Last Name	Listed on Lease?
1.	_____	_____	_____	<input type="checkbox"/>
2.	_____	_____	_____	<input type="checkbox"/>
3.	_____	_____	_____	<input type="checkbox"/>
4.	_____	_____	_____	<input type="checkbox"/>
5.	_____	_____	_____	<input type="checkbox"/>
6.	_____	_____	_____	<input type="checkbox"/>
7.	_____	_____	_____	<input type="checkbox"/>

**2. Delegation of Use of Amenities:**

The Owner can choose to keep their right to use Common Area Facilities (Amenities) **OR** delegate to the Tenant. Check one below.

- I, the Owner, **give** my right to use the Common Area Facilities to the Tenant.
- I, the Owner, **do not give** my right to use the Common Area Facilities to the Tenant.

**3. Governing Documents:**

The Owner has provided Tenant with copies of the Association Documents, including (1) the Declaration and all substantive amendments; (2) all applicable supplementary Declarations; (3) the Association Bylaws and all substantive amendments; (4) the Articles of Incorporation; and (5) any additional adopted Rules or Regulations. Tenant hereby acknowledged receiving and reviewing the Association Documents and that the Tenant is bound thereby. Failure to receive or review the Association Documents is not a defense to any breaches of the Association Documents.

**4. Non-Compliance:**

Tenant’s right to use and occupy the Property of the Common Area, including parking privileges is subject to and subordinate in all respects to the provisions of the Virginia property Owners’ Association Act (“Act”) and Association Documents and to any lien recorded against the Property by the Association. Tenant’s failure to comply with the provisions of the Act, Association Documents or the requirements of Registration constitutes a default of the Lease, giving the Association the right to suspend use of Association facilities and services, including parking.

**5. Liability and Indemnification:**

Owner is liable to the Association for any damage to the Common Area and any related costs, including attorney’s fee and costs incurred, caused by the act, omission, neglect or carelessness of Tenant or that of Tenant’s family, guests, invitees, and licensees, employees or agents.

Tenant shall defend, indemnify and hold harmless the Association, board members, Association officers and directors, Association members, and the Association managing agent (“Indemnified Parties”) from and against any damages, direct or indirect, incurred by the Indemnified Parties as a result of noncompliance with the Association Documents, the Act or this Addendum by Tenant, or Tenant’s family, guests, invitees, licensees, employees or agents.

**6. Severability:**

In the event that any part or provision of the Tenant Registration form shall be adjudged unlawful or unenforceable under Virginia law, the remainder of the Resolution shall nonetheless survive and remain in full force and effect.

\_\_\_\_\_  
*(Print Owner Name)*

\_\_\_\_\_  
*(Owner Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Owner Name)*

\_\_\_\_\_  
*(Owner Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Tenant Name)*

\_\_\_\_\_  
*(Tenant Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Print Tenant Name)*

\_\_\_\_\_  
*(Tenant Signature)*

\_\_\_\_\_  
*(Date)*