

## McNary Highlands Condominium Association Residency-Change Form

Note that this form is required when there is an anticipated or actual change in the residency of a given unit, in all cases except when that change would occur as part of a transfer of ownership.

### ***Section 1: Change of residence***

As required by the McNary Highlands Condominium Association Rules Handbook published January 2012 and as owner of unit # \_\_\_\_\_ at McNary Highlands Condominiums, I herewith acknowledge a pending or actual change in the residence of my unit (check one and only one):

1.  I am moving out and my unit is being put up for sale or rent.
2.  A tenant is moving out and I am moving back in.
3.  A house sitter is moving out and I am moving back in.
4.  A tenant is moving in.
5.  A tenant is moving out and another tenant is moving in.
6.  I am taking a housemate.
7.  My tenant is taking a housemate.
8.  I am moving out and a house sitter is moving in.

If you checked item number 1, 2 or 3, you can skip to Section 3. If you checked any other item number, please proceed to Section 2.

### ***Section 2: New non-owner resident***

Here is information on the tenant or other non-owner resident who is / will be moving into my unit:

Non-owner resident name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone(s): \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work)

Mailing address (if different from McNary Highlands, e.g., a post-office box):

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental property management company (as applicable): \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please note that in providing an email address, your non-owner resident is authorizing communication and notifications from the HOA via email or other electronic means.*

If there are additional non-owner residents in your unit (e.g., a housemate of a tenant), please have each of them provide the same kind of information provided above, on the back of this form.

### ***Section 3: Return the form to the PMC***

Please return this form promptly to our community manager, Joel McDonell at CMI (2105 SE 9th Avenue, Portland, Oregon 97214). If you have questions, contact Joel at 503-445-1211 or [joelm@communitymgt.com](mailto:joelm@communitymgt.com).

*Note that failure to supply this signed document to the PMC within 21 days of new-resident move-in (whether that resident is an owner or non-owner) will result in an immediate \$100 fine to the owner.*