

Broadmoor Huntington Harbour Community Association
c/o Powerstone Property Management
9060 Irvine Center Drive, Suite 200
Irvine, CA 92618
949-716-3998/ Fax 949-716-3999



BROADMOOR HUNTINGTON HARBOUR
OCCUPANCY CHANGE INFORMATION

Submit this form via mail to the address indicated above.

TODAY'S DATE: _____ TENANT MOVE-IN DATE: _____

NEW TENANT'S NAME(S): _____

TENANT'S EMAIL: _____ TENANT PHONE #: _____

BROADMOOR ADDRESS: _____

UNIT OWNER'S NAME: _____

OWNER'S PRIMARY RESIDENCE ADDRESS: _____

(no P.O. Box)

The Association charges a move-in/move-out administrative fee of \$100.00. This fee is assessed each time there is a change in tenants.

Under the Association's rules, the homeowner's rights to use the common and recreational facilities are delegated to their tenant(s). Therefore, a landlord owner cannot use the recreational facilities. A copy of the Community Handbook will be sent to your tenant. It is also available at the association's website at:

www.broadmoorhh.com/docs/Community_Handbook.pdf

Your tenant(s) will not be issued vehicle parking decals or established in the vehicle gate entry system until (i) this signed form and check payable to "Broadmoor Huntington Harbour" for the \$100.00 fee is received by Powerstone Property Management; and (ii) the previous tenant has returned their vehicle parking decals. Each decal not returned by the previous tenant (or the homeowner) is subject to a \$100.00 fee payable by the homeowner.

Homeowners are responsible for transferring the Medeco tennis court keys (2) and pedestrian gate fobs (2) to their new tenants. Each lost Medeco key is subject to a \$100.00 replacement fee; each lost fob is subject to a \$50.00 replacement fee.

OWNER'S SIGNATURE: _____

OWNER'S PHONE #: _____

OWNER'S EMAIL: _____