



Woodbridge Village Association

31 Creek Road Main Office: (949) 786-1800
Irvine, California 92604-4799 Fax: (949) 786-1212

\$50.00* Non-Refundable Registration Fee.
\$25.00* Non-Refundable Transfer Fee applicable only when moving from one WVA address to another and no tenant registration packet given. Fee must accompany registration form at the time of submittal.

Date Paid: _____ Rec'd by: _____

Amount \$ _____ Check # _____

Paid by: Homeowner Tenant

Tenant-Occupant Registration

Form must be fully completed for processing

This section to be completed by Legal Owner /Apartment Manager (or Legal Designate)**

WVA Property Address: _____ WVA Acct. #: _____

Legal Owner (or Legal Designate**)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Send monthly statements to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Initial One Choice Only:

Owner's Initials I am retaining my facility privileges. No Facility Identification Cards to be issued to the listed occupants.

Owner's Initials I am assigning my facility privileges and authorize Facility Identification Cards to be issued to those occupants listed.

When assigning facility privileges, the legal owner/apartment manager is responsible for all facility identification cards issued to each occupant. Each adult and youth facility identification card creates a \$25.00* liability to the legal/apartment owner if not returned to WVA when the occupants listed vacate the property. **FACILITY IDENTIFICATION CARDS CANNOT BE SHARED AMONG OCCUPANTS.**

List all occupants on the property:

Owner must initial next to each occupant to be issued a facility identification card.

Owner's Initials Adult: _____
Last First

Owner's Initials Adult: _____
Last First

Owner's Initials Adult: _____
Last First

Owner's Initials Adult: _____
Last First

Owner's Initials Child: _____
Last First Age

Owner's Initials Child: _____
Last First Age

Owner's Initials Child: _____
Last First Age

Owner's Initials Child: _____
Last First Age

Youth Facility Identification Cards are issued to children between the ages of 8 and 17 that are water safe. Documentation to verify child's age must be presented at the time of issuance.

Legal Owner/Apartment Manager (or Legal Designate**) Signature:

I, the legal owner/apartment manager, have read and agree to abide by **all** terms and conditions stated on the reverse side of this document and in the WVA Rules and Regulations. I also understand that I am responsible for any fines and/or penalties levied against tenants-occupants for violation of any Rules and Regulations, By-Laws, and CC&R's.

Signature (Required)

Name (Print Legibly)

Date

Tenant-Occupant Signature:

I, the tenant-occupant, hereby acknowledge that there is **no** outstanding identification issued to me for **any other** WVA property and agree to abide by **all** terms and conditions stated on the reverse side of this document **and** in the WVA Rules and Regulations.

Signature (Required)

Name (Print Legibly)

Date

Home Phone: (_____) _____

Work Phone: (_____) _____

Contact

* Fee subject to change by Board of Directors without notice. A current Fee Schedule is available at the Association office.

**A fully executed Power of Attorney must be on file with the Woodbridge Village Association identifying the Legal Designate.

Legal Owner/Apartment Manager and Tenant-Occupant Agree to the Following Terms and Conditions

The information stated herein are excerpts from the WVA Rules and Regulations and as such, are not limited to those appearing here. WVA Rules and Regulations are subject to change, and all members are subject to those changes, regardless the date of signing this agreement.

GENERAL

1. The legal owner/apartment manager is responsible for the completion of applicable forms and provision of the required information. In addition, it is the responsibility of the legal owner/apartment manager to insure that all applicable fees are paid.
2. All tenants-occupants must be registered with WVA within fifteen (15) days of moving onto the property. Failure to do so is a violation of the Rules and Regulations, and therefore is subject to appropriate enforcement including penalties and fines.
3. Privileges cannot be shared between the absentee owner and the non-owner occupants. Absentee legal owners must either assign or retain their membership privileges. No legal owner or tenant-occupant may possess a facility identification card for more than one property.
4. Facility identification cards may not, at any time, be transferred to any other person or property.
5. Registered members assigned facility privileges may be issued one (1) adult facility identification card and one (1) youth facility identification card per child between the ages of 8 and 17 that are water safe at no charge.
6. All Rules and Regulations, By-Laws and CC&R's must be abided by at all times. Legal/apartment owners are responsible for any fines and/or penalties levied against tenants-occupants, including guests, for violation of any Rules and Regulations, By-Laws, and CC&R's.

LOST/DAMAGED FACILITY IDENTIFICATION

1. Lost/damaged facility identification cards must be reported to the Association Office in person, in writing, or by phone during regular business hours. A reported lost/damaged facility identification card will be immediately deactivated.
2. An Outstanding Facility Identification Fee* is applicable for each lost facility identification card not replaced and for each damaged facility identification card not returned to the Association office regardless whether they have been reported lost or damaged in writing or by phone.
3. Applicable Replacement Fees* must be paid to receive a new facility identification card.

RETURN OF FACILITY IDENTIFICATION

1. All facility identification cards must be returned directly to the Association office within the following time restrictions: (whichever occurs first)
 - (a) **no later** than the close of escrow.
 - (b) **before** the date of entering into any lease agreement with a tenant-occupant.
 - (c) **before** vacating the property.
2. Failure to return facility identification cards within the above time restrictions will result in the assessment of Outstanding Facility Identification Fees* and subsequent tenant(s)-occupant(s) and /or legal owner(s) will not be eligible for facility identification cards until all previously issued items are returned and/or appropriate fees* paid.

RENTAL AGREEMENTS

It is understood that the LEGAL OWNER/APARTMENT MANAGER WILL BE HELD LIABLE AND RESPONSIBLE for a registered tenant-occupant with assigned facility privileges entering into a WVA Facility Rental Agreement (private use of designated facilities for a fee) with the Association.

ASSOCIATION ASSESSMENTS

All assessments are due, in full, on the first day of each month. As a courtesy, a monthly statement is mailed in advance to the billing address on file. It is the legal/apartment owner's responsibility to pay the Association assessment in full each month, regardless of the receipt of a statement.

ASSOCIATION RULES AND REGULATIONS

The Association has the authority to change current Rules and Regulations. Members are notified of any changes through publication in the monthly newsletter, Reflections, and/or the Board Highlights enclosed with each monthly billing statement. All members will be bound by any changes. Current Rules and Regulations are on file at the Association office.

ENFORCEMENT

According to the enforcement section of the Rules and Regulations, in addition to the fees/penalties described, a fine of \$25.00* per day for each violation will be levied on a member who fails to abide by the Rules and Regulations.

*Fees are subject to change by the Board of Directors without notice. A current Fee Schedule is available at the Association Office.