

OVERLOOK HOMEOWNERS ASSOCIATION
90 LOOKOVER DRIVE
ANDERSON, SC 29621
PHONE: (864) 314-8485 FAX: (864) 314-8464
EMAIL: HOAOVERLOOK@YAHOO.COM

TODAYS DATE: _____

UNIT #: _____

CONTACT INFORMATION:

OWNER/PROPERTY MANAGEMENT NAME: _____

TENANTS NAME: _____

MOVE IN DATE: _____

TENANTS PHONE NUMBER: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT NUMBER: _____

VEHICLE INFORMATION:

PRIMARY VEHICLE TAG NUMBER: _____

PRIMARY VEHICLE COLOR/MAKE/MODEL: _____

SECONDARY VEHICLE TAG NUMBER: _____

SECONDARY VEHICLE COLOR/MAKE/MODEL: _____

YOU MUST COME TO THE OVERLOOK HOA OFFICE BETWEEN THE HOURS OF 9AM & 2PM TO REGISTER YOUR VEHICLES AND PURCHASE PARKING PASSES FOR YOUR UNIT. EACH PASS IS \$5.00 EACH AND MUST BE PRESENT ON YOUR VEHICLES. **FAILURE TO DO SO WILL RESULT IN FINES AND POSSIBLE TOWING OF THE VEHICLE AT YOUR EXPENSE.** AT THIS TIME YOU MAY ALSO OBTAIN A SWIPE KEY THAT WILL ALLOW YOU ACCESS TO THE CLUB HOUSE AND ITS FACILITIES. THE SECURITY DEPOSIT CHARGE FOR THE SWIPE KEY IS \$25.00 AND IT IS REFUNDABLE AT MOVE OUT AS LONG AS THE SWIPE KEY IS RETURNED TO THE HOA OFFICE AND THE NUMBERS ARE STILL VISIBLE. IF YOUR SWIPE KEY IS LOST OR STOLEN YOU MUST PAY \$25.00 FOR A REPLACEMENT KEY.

TENANT SIGNATURE & DATE: _____