

VEHICLE REGISTRATION FORM FOR A RENTAL HOME

Briarwood Property Owner Association (to be completed and signed by lessee/ renter)
Maximum two bar codes to individuals in a rental home. Bar codes will be issued only to individuals named on the lease with a driver's license addressed to the subject property.

Vehicle Information:

Car #1

Year _____

Make _____

Model _____

VIN or Rental Co. _____

Tag # _____

Driver's License # _____ State: _____

Primary Driver : Last _____ First _____

Bar Code # _____ (to be completed by BPOA)

Car #2

Year _____

Make _____

Model _____

VIN or Rental Co. _____

Tag # _____

Driver's License # _____ State: _____

Primary Driver : Last _____ First : _____

Bar Code # _____ (to be completed by BPOA)

Renter's Signature: _____

Print Name: First: _____ Last: _____ Date: ____/____/____

Rental Application Process and Vehicle registration:

1. A Property owner must be in good standing before decals will be issued to any other person's vehicle(s) leasing their residence.
2. A representative or agent of the BPOA is required to physically place decals on all vehicles.
3. A Rental Registration Application must be completed along with a \$100.00 nonrefundable application fee 30 days prior to each and every rental period. Required Documents include:
 - 1) Copy of rental agreement or annual lease (Note: annual leases must have prior BPOA approval.)
 - 2) The copy of the driver's license for the registered driver in the household.
 - 3) Copy of vehicle registration or rental documentation for every vehicle in the household of the renter/lessee.
 - 4) Receipt of Community Rules Disclosure signed by renter/lessee.
 - 5) Receipt of Community Rules Disclosure signed by property owner – one time kept on file.
 - 6) Copy of Briarwood Property Owner's Assoc. approval of lease (if applicable).
4. A non-refundable application processing fee of \$100 per residence, a completed Rental Registration Form and signed Receipt of Community Rules Disclosure will be received prior to the issuance of decal to the renter. Check should be made payable to Briarwood Property Owners Association. (Application fee is to be submitted with Rental Registration Form and approved by BPOA before barcode is issued and Vehicle Registration Form is completed)
5. Property Owner's using a rental agent must complete a notarized Authorized Agent Form and provide proof they are properly licensed and approved Briarwood Property Owner's Association (The agent you are using must be approved by BPOA)
6. Decals are non-transferable and the removal of the decal after it has been placed will damage it and render it inoperable
7. When an owner or tenant moves from the community their barcode number(s) will be deactivated in the system
8. Vehicles without barcode decals will have to go through the manned side of the gate and produce proper identification