

OCCUPANCY FORM

THE VINEYARDS OF SARATOGA



**EVERY OWNER/RESIDENT OF THE VINYARDS MUST COMPLETE AND SUBMIT THIS FORM TO CMS.
YOUR CAR DOES NOT HAVE A PARKING PERMIT STICKER. WITHOUT A STICKER, YOUR CAR MAY BE TOWED.**

A: OWNER INFORMATION

Unit Number	Name(s)
Telephone	E-mail
Alternate telephone	Mailing address

B: OCCUPANT INFORMATION

Owner occupied ☐ Rental ☐

If this unit is a rental then the owner must complete this section and provide CMS with a copy of the Lease.

	Name of Occupant / Tenant	Telephone and email	Signature (if adult)
1			
2			
3			
4			
5			
6			

Signatures above represent that occupants have read, understand and agree to abide by The Vineyards of Saratoga Operating Rules, CC&Rs and Bylaws.

C: OCCUPANT AUTOMOBILE INFORMATION Required to receive a Vineyards parking sticker.

Car	License Plate	Year	Make	Model	Color	Permit # (office use only)
1						
2						
3						
4						

D: OWNER / LANDLORD

I declare that all information herein is true and correct on the day of signing. Any changes to the information above will be provided to CMS.

Signature	Date	Signature	Date

Additional information can be written on the back of the form. Please print, sign and return this form to CMS by mail, email, fax or in person at an HOA board meeting: Community Management Services, Inc., 1935 Dry Creek Road, Ste 203, Campbell CA 95008. email: boldfield@communitymanagement.com Fax: (408) 559 – 1970

OCCUPANCY FORMS AND PARKING PERMIT

Under the Davis-Sterling Act HOAs are required to keep a current list of all residents. Every homeowner must complete an Occupancy Form giving names and contact details of household members. Non-resident owners will need to confirm their own details as well as those of their renters and provide a copy of their lease. The form will also register all vehicles so that we can issue parking permit stickers for cars belonging to residents. This form is available online at the Vineyards of Saratoga website

www.vineyardsofsaratoga.com/forms.htm

where it can either be filled in online or printed and filled in by hand. The form will be mailed to those owners who do not obtain it from the website. CMS will issue parking stickers as soon as the relevant information is processed. Please mail the completed Occupancy Form directly to CMS. Daytime guests do not require a parking sticker. Guests staying overnight or longer should place a card in the windshield with the number of the unit owner's parking permit – to ensure security and privacy do not write names or unit numbers. This information is useful should a car need to be moved for maintenance or access by landscapers, or the owner traced for any other reason.