

MORENO VALLEY RANCH 
COMMUNITY ASSOCIATION

Dear Residents:

There is an access control system installed on the gates the Moreno Valley Ranch Community Association. In order for homeowners to get their new ID cards to gain access to the swimming pool, picnic, lake and tot lot areas, you must come in to the management office with a copy of your recorded Grant Deed or a copy of your Escrow Closing Settlement Statement to show proof that you are an owner at Moreno Valley Ranch Community Association. You must also provide a copy of your driver's license.

Please then bring this form, completely filled out (see other side) with you.

Attached to the back of this letter is a form for owners to fill out before you come to the office to help facilitate the process of issuing your ID cards.

Following is the cost for the cards related products:

ID card (Owners get first 2 cards free all others at a cost of \$5.00)	2 free, then \$5.00 each
Tenant ID card	\$15.00 each
Lost ID card	\$15.00 each
Broken or Cracked ID card (You must bring it in however)	\$15.00 each
Non-working Card (with proof)	\$15.00 each
Stolen	Fee with proof

IF cards are not returned prior to a close of escrow or when new tenants apply for cards each missing card will be charged at a rate of \$35.00 per card.

The management office is open Monday through Friday from 9:00 am to 4:00 pm and Saturday 9:00 am to 3:00 pm for you to come in and get your ID Cards. If needed staff will stay after hours during the week to assist owners in getting their ID Cards only if you contact them and make an appointment in advance, and according to staff availability. When you come to the management office your picture will be taken and your name put onto the ID card.

Please make checks payable to Moreno Valley Ranch Community Association. We are able to accept exact cash or money order as well. No credit or debit card payments are accepted.

Thank you in advance!

On behalf of the Board of Directors of Moreno Valley Ranch Community Association

MORENO VALLEY RANCH

COMMUNITY ASSOCIATION

TENANT REGISTRATION and ASSIGNMENT OF MEMBERSHIP PRIVILEGES FORM

This form is to be completed and signed ONLY by the OWNER! Tenant cards are \$15.00 each. New I.D. cards will not be issued until all outstanding I.D. cards have been returned or paid for at a cost of \$35.00 per card. Homeowners who have not registered with the association must submit a copy of the Grant Deed or Final Closing Statement along with a valid photo I.D. prior to registering tenant(s).

Homeowner(s) Name: _____
 (please print)

Homeowners Phone Number & Email: _____

MVR Property Address: _____

Mailing Address (please include City, State & Zip code):

Tenant(s) Name (please print):

(Last) (First)	(Last) First)

Please list the names of all occupants that will be living in the residents including kids in the space below. Please remember that it is the responsibility of the homeowner to make sure all I.D. cards are returned to the association upon the departure of the tenants. Also please list the number of cards that are allowed to be issued to the tenants: _____ (number of cards to be issued)

- | | | |
|----------|--------------|----------------|
| 1. _____ | I.D. # _____ | Access # _____ |
| 2. _____ | I.D. # _____ | Access # _____ |
| 3. _____ | I.D. # _____ | Access # _____ |
| 4. _____ | I.D. # _____ | Access # _____ |
| 5. _____ | I.D. # _____ | Access # _____ |

I (the homeowner) hereby transfer my right to the use of the Moreno Valley Ranch Recreation Facilities for the period starting _____ until _____, unless sooner terminated. I hereby acknowledged full responsibility for the actions of my tenants when using the Moreno Valley Ranch Recreation Facilities and recognize that I will be held directly responsible for the violation of the Rules and Regulations by my tenants. I shall provide my tenants with a copy of all Rules and Regulations of the Moreno Valley Ranch Community Association.

Owner Signature: _____ Dated: _____