

Bella Beach Homeowners Association Property Management Company Application

Please provide the following documentation to the HOA Board of Directors:

- 1) A 'Certificate of Status' from the Oregon Secretary of State, Corporation Division¹
- 2) Federal tax identification number, if applicable. Sole proprietors and pass-through corporations that do not use a federal tax ID number are exempt from this requirement.
- 3) If the services provided by the company require a property management license from the Oregon Real Estate Agency, a copy of the license must be included with the application.
- 4) Provide a telephone number that will be answered 24/7.
- 5) Provide a list of all Bella Beach properties being managed; the list should include the property name, address and lot number.
- 6) Provide proof of liability insurance in the amount of \$1 million dollars or more.

Sign below, indicating your company's agreement with the Bella Beach HOA to do the following:

- 1) Incorporate the Bella Beach HOA rules² for owners and tenants/occupants as a part of your rental agreements with tenants.
- 2) Agree to assist property owners and the HOA to enforce penalties imposed for rule violations;
- 3) Insert a provision in each agreement with each tenant/occupant that the tenant/occupant shall be liable to the owner of the property for any fine imposed during the period of the tenant's occupancy and/or use of the property, and that the property management company or the owner may sue the tenant/occupant in Lincoln County Circuit Court to collect any such fines.
- 4) Insure that there is a sign posted in each rental property that sets forth the Bella Beach HOA rules for tenants/occupants together with the fine schedule.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Signed application and supporting materials should be mailed to: Bella Beach HOA, c/o Getty, 3432 Tanglewood Way SE, Salem, Oregon 97317. The HOA Board of Directors will attempt to process all applications within 21 days of receipt.

¹ This form is available to business owners via the State of Oregon website at: <http://www.filinginoregon.com/searches/index.htm>

² Current rules may be found online at: www.BellaBeach.org/bylaws_ccrs/