

Townhouse Villages at River Woods
Homeowners Association

Checklist of items for the office

Roommates/Occupants

	Background check submitted to office for approval
	Copy of Lease/Agreement proposed
	All assessments must be paid in full monthly
	The following item(s) turned in with the signed lease/agreement once the HOA approves
	Occupant Information Form

334 River Woods Lane, Burnsville, Minnesota 55387

Phone 952/894-4368

Roommate/Occupant Rental Form

Date: _____

Unit #: _____

Owners Name: _____

Owner's Phone #: _____ Owner's email: _____

Occupant Name: _____

Telephone # _____ Telephone # _____

Vehicle Make/Model/License Plate #: _____

Occupant email: _____

Occupant Name: _____

Telephone # _____ Telephone # _____

Vehicle Make/Model/License Plate: _____

Occupant email: _____

Child Occupant Name _____ **Age:** _____

Vehicle (if applicable) Make/Model/ License plate: _____

Child Occupant Name _____ Age: _____

Vehicle (if applicable) Make/Model/ License plate: _____

Child Occupant Name _____ Age: _____

Vehicle (if applicable) Make/Model/License plate: _____

What Must Be Included with This Form

1. Background Check

Was background check done? Yes No

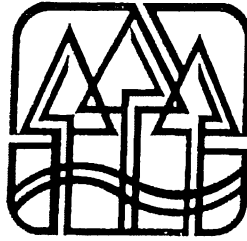
Name of background-checking company: _____

Address/email of company: _____

Attach printout/copy of background report to this form.

2. Your Lease/Rental Agreement

Please include a copy of your lease agreement with this form.



Townhouse Villages at River Woods
Homeowners Association

Checklist of items for the office

Unit Rentals/Leases

	Background check submitted to office for approval
	Copy of Lease/Agreement proposed
	License From City of Burnsville for a rental home
	The following items turned in with the signed lease/agreement once the HOA approves
	Occupant Information Form
	All assessments must be paid in full monthly

334 River Woods Lane, Burnsville, Minnesota 55387

Phone 952/894-4368

Unit Lease/Rental Form

Note: Units purchased after August 4, 1994 may not be rented

Date: _____

Unit #: _____

Owners Name: _____

Owner's Address: _____

Owner's Phone #: _____ Owner's email: _____

Renter/Lessee Name(s): _____

Telephone # _____ Telephone # _____

Vehicle Make/Model/License Plate #: _____

Renter/Lessee email: _____

What Must Be Included with This Form

1. Background Check

Was background check done? Yes No

Name of background-checking company: _____

Address/email of company: _____

Please include printout/copy of background report with this form.

2. City of Burnsville Rental License

Burnsville requires a rental license for any townhouse rented in the city. Information is available on the Burnsville city website (<https://www.burnsvillemn.gov/1291/Rental-Licensing-and-Inspections>)

Please include a copy of the Burnsville Rental License with this form.

3. Your Lease/Rental Agreement

Please include a copy of the your lease agreement with this form.