

Lake Ridge Parks & Recreation Association

# TENANT REGISTRATION FORM

Mail to: 12350 Oakwood Drive, Woodbridge, VA 22192  
Call for Payment: 703-491-2154 | Fax to: 703-497-7145  
Email to: [adminteam@lakeridgeva.com](mailto:adminteam@lakeridgeva.com)

### SUBMISSION REQUIREMENTS:

- FORM** – Owner Information, Tenant Information, Amenities Right of Use, Owner Signature
- LEASE** – Current, Signed by Owner & Tenant
- PAYMENT** – \$50 Fee, Payable to “LRPRA”

Keep copies of submitted items for your records. The Association will discard incomplete submissions on December 31<sup>st</sup> each year.

### 1. OWNER INFORMATION:

Owner Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Lake Ridge Property Address: \_\_\_\_\_

Offsite Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2. TENANT INFORMATION:

Tenant Name: \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

Lease Dates: From \_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY)

Additional Occupants: Please list all current occupants, including children, to avoid additional registrations & administration fees.

	First Name	M.I.	Last Name	Listed on Lease?
1.	_____	_____	_____	<input type="checkbox"/>
2.	_____	_____	_____	<input type="checkbox"/>
3.	_____	_____	_____	<input type="checkbox"/>
4.	_____	_____	_____	<input type="checkbox"/>
5.	_____	_____	_____	<input type="checkbox"/>
6.	_____	_____	_____	<input type="checkbox"/>
7.	_____	_____	_____	<input type="checkbox"/>

### 3. DELEGATION OF AMENITIES RIGHT OF USE:

The Owner can choose to keep their Common Area Facilities (Amenities) right of use **OR** delegate to the Tenant. Check one below.

- I, the Owner, **give** my Amenities right of use to the Tenant.
- I, the Owner, **do not** give my Amenities right of use to the Tenant.

## Governing Documents

The Owner has provided Tenant with copies of the Association Documents, including (1) the Declaration and all substantive amendments; (2) all applicable supplementary Declarations; (3) the Association Bylaws and all substantive amendments; (4) the Articles of Incorporation; and (5) any additional adopted Rules or Regulations. Tenant hereby acknowledged receiving and reviewing the Association Documents and that the Tenant is bound thereby. Failure to receive or review the Association Documents is not a defense to any breaches of the Association Documents.

## Non-Compliance

Tenant's right to use and occupy the Property of the Common Area, including parking privileges is subject to and subordinate in all respects to the provisions of the Virginia property Owners' Association Act ("Act") and Association Documents and to any lien recorded against the Property by the Association. Tenant's failure to comply with the provisions of the Act, Association Documents or the requirements of Registration constitutes a default of the Lease, giving the Association the right to suspend use of Association facilities and services, including parking.

## Liability & Indemnification

Owner is liable to the Association for any damage to the Common Area and any related costs, including attorney's fee and costs incurred, caused by the act, omission, neglect or carelessness of Tenant or that of Tenant's family, guests, invitees, and licensees, employees or agents.

Tenant shall defend, indemnify and hold harmless the Association, board members, Association officers and directors, Association members, and the Association managing agent ("Indemnified Parties") from and against any damages, direct or indirect, incurred by the Indemnified Parties as a result of noncompliance with the Association Documents, the Act or this Addendum by Tenant, or Tenant's family, guests, invitees, licensees, employees or agents.

## Severability

In the event that any part or provision of the Tenant Registration form shall be adjudged unlawful or unenforceable under Virginia law, the remainder of the Resolution shall nonetheless survive and remain in full force and effect.

## 4. OWNER SIGNATURE:

\_\_\_\_\_

(Owner Signature)

\_\_\_\_\_

(Date)

## Submission Options

Option 1 -	Mail	<i>Form + Lease + Payment (Check)</i>	12350 Oakwood Drive, Lake Ridge, VA 22192
Option 2 -	Email Call	<i>Form + Lease Payment (Card)</i>	<a href="mailto:adminteam@lakeridgeva.com">adminteam@lakeridgeva.com</a> 703-491-2154

**Registration for Pool Access is completed separately.** Tenants given Amenities right of use **OR** Owners keeping Amenities right of use may register for [Pool Access](#). Find more information on our website under Lifestyle > Amenities > Pools.