

**Queenland Manor Homeowners' Association, Inc.**  
**c/o Vision Community Management**  
**16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048**  
**Office: (480) 759-4945 Fax: (480) 759-8683**  
**Email: TenantTracking@WeAreVision.com**

**TENANT TRACKING FORM**

Pursuant to Arizona state law §33-1806.01 / §33-1260.01 completion of this form is required if you rent out your home. Each time a new tenant moves into your home, a new form must be completed and a \$25.00 fee paid. If the form is not fully completed or not returned within 15 days from the lease start or renewal date, a \$15.00 late fee will be charged.

Owner Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Email: \_\_\_\_\_

If this home is no longer a rental, please check here and return the form to the address below:

**Name of Adult Tenant(s) and Contact Information (Required):**

- 1. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 2. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 3. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 4. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Lease Term (Required):**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  New Tenant (\$25.00 Enclosed)  
 Renewal – Previously Paid

Check here if you would like copies violation letters to also be sent to your tenant

**Resident Vehicles (Required):**

- 1. Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate \_\_\_\_\_
- 2. Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate \_\_\_\_\_
- 3. Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate \_\_\_\_\_
- 4. Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate \_\_\_\_\_

**Return this completed form each time you have a new tenant OR a lease renewal to the address listed below. For New Tenants:** Include a check or money order in the amount of \$25.00. If mailing this form more than 15 days after the lease start or renewal date, include the \$15.00 late fee. Make checks payable to:

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