

# INLAND GREENS HOA OWNER INFORMATION FORM

Please provide/review this information for your file and keep it updated for efficient communication with you.  
A new Info Form must be submitted when any information changes (email, phone #, rental/tenants, etc).  
Visit our website at: [www.inlandgreens.net](http://www.inlandgreens.net)

Villa Address: \_\_\_\_\_

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

Mailing Address of owner(s) if different from villa address above: \_\_\_\_\_

**Email is our best form of communication. It saves time, money and keeps you well-informed!**

Please print email address clearly below so we can verify our records:

\_\_\_\_\_ Thanks!

**Be sure you are subscribed to our Email Blasts on the homepage of our web site! Are you? \_\_\_\_\_**

**Have you visited our IGHOA web site?** \_\_\_ Yes; \_\_\_ No. *If Yes, thanks!* You know it has all forms and info you will need. **If No**, please do so soon to be a well-informed owner. **If you are a landlord**, refer your tenants to the web site and instruct them to subscribe to the Email News Blast.

Last – have the polybutylene pipes in your villa been completely replaced? \_\_\_ Yes; \_\_\_ No; \_\_\_ Not sure!

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Is your villa a rental?** \_\_\_ Yes; \_\_\_ No. **If “Yes”**, provide important and required information:

Start month of current lease: \_\_\_\_\_ Terms/length of Lease: \_\_\_\_\_

**If you rent your villa**, review the following information from our “Rules and Regulations” and **provide/attach a current copy of the lease with all tenant’s names**, if it is not on file at Premier. **Update when/ if tenants change!** It is imperative that we know who is residing in your villa and whom to contact in case of fire or emergency.

**Rule 1. Use of Villas:** All 192 Villas of Inland Greens shall be used for residential purposes only. As per the City of Wilmington Housing Code, **no more than three unrelated people may occupy a dwelling.**

**a. An "IGHOA Owner Information Form"** must be completed and on file with our property management company each time there is a change in any data (new address, new email, new lease, etc.). The form is available on our web site.

**b. Owners who choose to rent their villa** are responsible for reviewing the Rules and Regulations with their tenants/rental agents and ensuring their tenants have a current copy of this document attached to their lease! *The homeowner is ultimately responsible for all actions of their tenants. The HOA deals with the homeowners; the homeowners deal with their tenants and/or rental companies.* Any violations by tenants will be communicated to the homeowner, and fines will be levied upon the homeowner. Proper communication of the Rules and Regulations to tenants and realtors will prevent and/or minimize problems and misunderstandings.

**c. A Homeowner must notify the Association Management Company that their villa is/will be rented. A copy of a current lease (that specifies the names of all current tenants and is preferably for a 12 month term or longer) is required to be filed with the Property Management Company.** A change of any tenant must be reported in writing within 20 days and/or a new lease submitted. No sub-leasing is allowed.

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**Submit this form to: Premier, PO Box 12051, Wilmington, NC 28405**