



# #1 Source Property Management

## Homeowners Association Rental Permit Application

401 Westpark Ct, Suite 200 • Peachtree City, GA 30269  
Phone: (470) 635-9494 • Email: [hoa@1spm.net](mailto:hoa@1spm.net) • [www.1spm.net](http://www.1spm.net)

Form #1S-RP-200  
Application Date:

Permit Year:

\* Required fields • Annual renewal required • Processing time: 5–10 business days

### SECTION 1 — HOA COMMUNITY & PROPERTY INFORMATION

#### HOA Community Information

HOA / Community Name \*

HOA Account / Unit Number \*

HOA Management Contact

HOA Phone

HOA Email

HOA Portal / Website

#### Property Information

Property / Unit Address \*

City \*

State \*

ZIP Code \*

Parcel / APN Number

Property Type \*

Bedrooms \*

Bathrooms \*

### SECTION 2 — OWNER & AUTHORIZED CONTACT INFORMATION

#### Owner of Record

First Name \*

Last Name \*

Phone Number \*

Email Address \*

Driver's License / State ID

Owner Mailing Address (if different from rental property)

#### Local Emergency Contact — Required for HOA Notification Records

Emergency Contact Name \*

Relationship to Owner

Emergency Contact Phone \*

Emergency Contact Email

#### Property Manager / Management Company (if applicable)

Company or Individual Name

License Number

Manager Phone

Manager Email

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### SECTION 3 — RENTAL TERMS & TENANT INFORMATION

Rental Type \*

Intended Start Date \*

Lease End Date (if known)

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\* Rental types: Long-term lease (12+ mo.) | Month-to-month | Short-term / vacation (<30 days) | Corporate / furnished

Maximum Occupants \*

Number of Tenant Vehicles

Monthly Rent Amount (\$)

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#### Pets (check all that apply)

No pets                       Dog(s)                       Cat(s)                       Other (caged/tank)

Pet Details (breed, weight, quantity — HOA breed/weight restrictions apply)

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HOA pet policies apply. Verify breed and weight restrictions with your community manager.

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#### Short-Term Rental Platforms (check all that apply)

Airbnb                                       VRBO / HomeAway                                       Booking.com  
 Private / direct listing                       Not applicable

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#### Additional Notes / Special Circumstances

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### SECTION 4 — HOA COMPLIANCE & SAFETY CERTIFICATIONS

*As the property owner, you remain responsible for your tenant's compliance with all CC&Rs, bylaws, and community rules for the full duration of the tenancy.*

#### HOA & CC&R Compliance

- I have reviewed the CC&Rs and confirmed rental is permitted (REQUIRED)
- I have obtained / will obtain written HOA board approval (REQUIRED)
- Tenant(s) will receive all HOA rules before occupancy (REQUIRED)
- No current HOA violations, unpaid assessments, or fines on unit
- Short-term rental reviewed and not restricted by HOA (if applicable)

#### Property Safety

- Smoke detectors on every floor and in each sleeping area (REQUIRED)
- Carbon monoxide detectors near all sleeping areas (REQUIRED)
- Fire extinguisher present, inspected within last 12 months (REQUIRED)
- Lead paint disclosure provided for units built before 1978

All appliances, HVAC, plumbing, and electrical are in safe working order

**Owner Acknowledgements**

- Permit must be renewed annually and is non-transferable (REQUIRED)
- I will notify #1Source immediately of any tenant change or lease termination (REQUIRED)
- All information provided is accurate and complete to the best of my knowledge (REQUIRED)

**SECTION 5 — FEE SCHEDULE & OWNER SIGNATURE**

*Fees are determined by your HOA community's bylaws and covenants. #1Source Property Management will provide the applicable fee schedule upon review of your application. Fill in fees as provided by your community manager.*

Application processing fee	HOA bylaws / #1Source	\$ _____
Annual HOA rental permit fee	HOA covenants	\$ _____
Short-term rental supplement (if applicable)	HOA covenants	\$ _____
Property inspection fee	HOA bylaws / #1Source	\$ _____
Pet registration fee (if applicable)	HOA covenants	\$ _____
Other: _____		\$ _____

**Total Due** **\$** \_\_\_\_\_

*Payment Method (circle one): Credit / Debit Card | Electronic Check (ACH) | Check payable to #1Source Property Management | Mail to office. Address above.*

**Owner Signature**

Owner Signature	Printed Name	Date (MM/DD/YYYY)
_____	_____	_____