



## Rules & Policies for Renters

- Renters must present their rental agreement, a valid I.D., and the KPOA Renter Information Form upon arrival at the Gatehouse. It is the responsibility of the renter to contact their management company in order to obtain the required documents.
- If the renter has not been provided with the KPOA Renter Information Form prior to arrival, the Security Officer on duty will ask the renter to complete the form upon arrival.
- In the event of a late-night arrival (10:00 PM or later) without a completed KPOA Renter Information Form the renter will have 24 hours to complete the Renter Information Form and return it to the Guard House in order to maintain a gate pass.
- Renters staying 2 months or longer will be required to purchase a bar code. Repeat renters can have their bar codes reactivated each year at no charge.

Kenmure Property Owners Association  
10 Kenmure Dr., Flat Rock, NC 28731

## RENTER INFORMATION FORM

Today's date: \_\_\_\_\_

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

Cell phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Kenmure address of rental unit: \_\_\_\_\_

Name of property owner/rental agency: \_\_\_\_\_

Telephone number of property owner/rental agency: \_\_\_\_\_

Date lease begins \_\_\_\_\_ Date lease ends \_\_\_\_\_

Renters who are requesting vehicle bar codes must fill out this form before filling out the regular bar code request form.

**KENMURE PROPERTY OWNERS ASSOCIATION**  
**10 Kenmure Drive Flat Rock, NC 28731**  
**Phone: (828) 692-2346 Email: kpoaoffice@gmail.com**  
**Office Hours: 1:00 to 3:00 p.m., Monday through Friday**

**REQUEST FOR BAR CODE DECAL FOR GATE ACCESS**

**BAR CODE REGULATIONS** require that you bring your **Vehicle Registration Card** (or **Bill of Sale** or **Insurance Card**) as Proof of Ownership or Lease of your Vehicle. You must also be the Owner (Or Resident Family Member of the Owner) of a Residence or Unimproved Lot in Kenmure, an Occupant of a Residence, a Non-Property Owner who is a Kenmure Country Club Member or a Renter.

**If you are new owner in Kenmure OR if you are adding an additional vehicle:**

- Complete the information below for each vehicle
- Bring or enclose a check payable to KPOA (\$25 per requested bar code.) We also accept exact change
- Bring (or enclose a copy of) the Vehicle Registration Card for each vehicle needing a bar code
- Mail or hand-deliver all of the above to the KPOA Office at 10 Kenmure Drive.

**If you are replacing one vehicle with another vehicle:**

- Complete the steps above, except that there is no charge for the bar code
- If possible, remove the bar code from the old vehicle. Your old bar code will be deactivated before activating the new one
- Bring (or enclose a copy of) the new vehicle registration card for each new vehicle

If we are processing this request by mail, please enclose a **stamped self-addressed envelope**. An activated bar code decal, along with the installation instructions, will be mailed to you. Please include all of the information noted above. Incomplete requests will be returned to you unprocessed and delay approval. Thank you!

-----Cut Here-----

Today's Date: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Name on Registration: Last \_\_\_\_\_ First \_\_\_\_\_

I am a HOMEOWNER \_\_\_\_\_ LOT OWNER \_\_\_\_\_ OCCUPANT \_\_\_\_\_ RENTER \_\_\_\_\_ CLUB MEMBER ONLY \_\_\_\_\_

If you are a HOMEOWNER, are you a FULL-TIME RESIDENT \_\_\_\_\_, or a PART-TIME RESIDENT \_\_\_\_\_

Kenmure Address: \_\_\_\_\_ Kenmure Phone Number: \_\_\_\_\_

Mailing Address (if we are mailing a bar code to you): \_\_\_\_\_

Vehicle #1:

License Tag #: \_\_\_\_\_ State: \_\_\_\_\_ Old Bar Code (may not apply): \_\_\_\_\_ New Bar Code: \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle #2:

License Tag #: \_\_\_\_\_ State: \_\_\_\_\_ Old Bar Code (may not apply): \_\_\_\_\_ New Bar Code: \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

"For Office Use Only"

Registration \_\_\_\_\_ Notified Admin \_\_\_\_\_ Input to G/H: A and B Input to X/L \_\_\_\_\_ Rev. June 2021

KENMURE PROPERTY OWNERS ASSOCIATION  
TENANT AUTHORIZATION/RENTAL AGREEMENT

I, \_\_\_\_\_, hereby  
(Property Owner or Property Manager)

authorize \_\_\_\_\_ to rent the  
(Tenant)

property located at \_\_\_\_\_  
(Address)

from \_\_\_\_\_ to \_\_\_\_\_.  
(arrival date) (departure date)

This Authorization \_\_\_\_\_ **DOES** or \_\_\_\_\_ **DOES NOT** allow Tenant access to the Kenmure Country Club facilities.  
(Check one)

The Property Owner's Membership Number Required for Access: \_\_\_\_\_.

Tenant agrees to abide by all Bylaws, Covenants, Rules & Regulations set forth in the Community Governing documents, a copy of which is maintained inside the premises.

Tenant shall be responsible for the payment of any fine(s) imposed by the HOA as a result of violating such Governing documents. Tenant agrees that any unpaid fine on Tenant's date of departure may be deducted from Tenant's security deposit and paid by the Property Owner or Property Manager to KPOA.

\_\_\_\_\_  
Property Owner/Property Manager Date

\_\_\_\_\_  
Tenant Date

Property Owner/Property Manager Cell Phone \_\_\_\_\_

Tenant Cell Phone \_\_\_\_\_

**THIS AUTHORIZATION MUST BE COMPLETED, SIGNED AND PRESENTED AT THE GATEHOUSE UPON ARRIVAL**  
(A separate packet is provided KEI for its rentals; this form is not required.)