



## Off-Site Member Contact Information Form

This form is meant to provide valid contact information when an Association Member will no longer reside at his or her residence within Ashburn Farm Association, or own multiple properties within the Association. All contact information will be added to the Association's Member database. Email addresses will be included in our constant contact announcement list.

**Article 1, Section 22.** "Occupant" shall mean and refer to a resident of a Living Unit, who is the Owner, contract purchaser, or lessee or sub-lessee who holds a written lease having an initial term of at least twelve (12) months. There shall be only one Occupant Living Unit for the purposes of this Declaration, although the Living Unit may house several individuals.

**Article IV, Section 2. Residential Use.** All Lots and Living Units designated for residential use shall be used, improved, and devoted' exclusively to residential use, except home occupations may be pursued if permitted by Loudoun County and approved in writing by the Architectural Review Board, subject to rules adopted by the Board of Trustees to prevent unreasonable adverse impact on adjacent Lots and Living Units. Nothing herein shall be deemed to prevent an owner from leasing a Living Unit to a Single Family, provided such lease shall be in writing and subject to all of the provisions of the Governing Documents with any failure by a lessee to comply with the terms of the Governing Documents constituting a default under the lease. Residential use shall include group homes for the handicapped, mentally retarded, or otherwise disadvantaged persons.

**Article IV Section 16. Leases.** All leases within the Neighborhood shall be for a minimum of six (6) months. Leases shall be valid only if the tenant acknowledges receipt of a copy of the rules and regulations of the Association and the Lease shall state such acknowledgment. Approved lease language meeting this requirement will be provided by the Board of Trustees.

Additionally, Resolution of the Board of Trustees, 030111A, requires Association Members/Property Owners, to provide a street address and telephone number where they can be contacted regarding Association business & for the purpose of legal notice. Until this information is received & accepted, Association business and legal notice will be delivered to the address on file for the property within the Association.

Please fill out and return page two on the reverse of this form to the Association office, located at the Association's Windmill Community Center, at 21400 Windmill Drive, Ashburn VA, 20147. Please provide page 3 to the lessee, with the Ashburn Farm Association Covenants and Restrictions, as well as the Architectural Standards & Maintenance Guidelines, which are available at [www.Ashburnfarmassociation.org](http://www.Ashburnfarmassociation.org)

Pages 2 & 3 can be faxed to (703) 729-0247, or Emailed to [Disclosures@afhoa.net](mailto:Disclosures@afhoa.net) **You will also need to update your contact information regarding your assessments, with Summit Management, by calling (301)495-0146.**



## Off-Site Member Contact Information

Ashburn Farm Association Property Address (*please print*) \_\_\_\_\_

Property Owner (s) Full Name (*please print*) \_\_\_\_\_

\_\_\_\_\_

Property Owner (s) Alternate Contact Address (*please print*) \_\_\_\_\_

\_\_\_\_\_

Property Owner (s) Phone Number (*please print*) \_\_\_\_\_

Property Owner (s) Email Address (*please print*) \_\_\_\_\_

\_\_\_\_\_

**If renting the property, please complete the section below. Otherwise, please just sign the bottom of the form.**

Is the property under lease/contract currently? YES NO

If yes, when did the lease begin? \_\_\_\_\_

If no, what is the tentative date that you will begin to lease the property? \_\_\_\_\_

Lease term Expiration? (*Please provide either a date, or number of months/years*) \_\_\_\_\_

Lessee (s) Full Name (*please print*) \_\_\_\_\_

Lessee (s) Phone Number (*please print*) \_\_\_\_\_

Lessee (s) Email Address (*please print*) \_\_\_\_\_

Have you provided a copy of the Association Covenants & Architectural & Maintenance Standards to the lessee, validating the lease with the Association's Covenants & Restrictions? YES NO

Do you intend to relinquish your pool membership for the period of the lease and permit the lessee the use of your pool membership? YES NO

Ashburn Farm Association Member Signature \_\_\_\_\_



## Lessee Contact Information

This form is used by the Ashburn Farm Home Owners Association to verify that the lessee of a property understands the responsibilities of residing in this planned community and the rules in place that continues to make Ashburn Farm a premier community in Loudoun County.

The Ashburn Farm Association Covenants and Restrictions, & Architectural Standards & Maintenance Guidelines, are available at [www.Ashburnfarmassociation.org](http://www.Ashburnfarmassociation.org)

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Lessee (s) Full Name (*please print*) \_\_\_\_\_

Lessee (s) Phone Number (*please print*) \_\_\_\_\_

Lessee (s) Email Address (*please print*) \_\_\_\_\_

Lessee Ashburn Farm Address (*please print*) \_\_\_\_\_

Has the property owner provided you, the lessee, with the Ashburn Farm Association Covenants and Restrictions, as well as the Architectural & Maintenance Standards, available at [www.Ashburnfarmassociation.org](http://www.Ashburnfarmassociation.org)? Failure to provide this information to the lessee invalidates the lease, per the Ashburn Farm Association Declaration of Covenants and Restrictions.

Ashburn Farm Association Lessee Signature \_\_\_\_\_