

PROPERTY LEASE SUBMITTAL FORM

According to the Covenants, any homeowner intending to rent their property must supply the renter with a copy of the governing documents. This is to ensure compliance within our community. This form must be completed and sent into IMC Resort Services WITH a copy of the lease. This procedure must be followed EACH time there is a change in rental status. All lease agreements must be in writing and shall have a term of no less than six (6) months. Violating this rule and not having a current lease on file may have financial penalties.

Date of Request: _____

PLEASE PRINT

Owner's Name: _____

Property Address: _____ **Daytime Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

E-Mail Address: _____

Rental Information: _____

Number of Tenants and Tenants name(s): _____

Telephone Number(s): _____

Mailing Address (if different than property address): _____

Rental Agent and Phone Number (if applicable): _____

Please Note: This form may be mailed, faxed or dropped off at **IMC Resort Services, Inc.**

Mailing / Physical Address: Attention: Stacie Jacobs
% The Farm at Buckwalter HOA
2 Corpus Christi, Suite #302
Hilton Head Island, SC 29928

Fax: 843-785-3901