



Gainey Ranch Community Association

Tenant Packet  
Section 1  
for the  
Homeowner

Dear Homeowner / Realtor / Leasing Agent:

In an effort to protect and maintain property values and the lifestyle enjoyed at Gainey Ranch, the Community Association has adopted Leasing Rules that apply to all homeowners leasing property.

When a Gainey Ranch residence is leased, each homeowner or their leasing agent is **required** to issue the tenant a Tenant Packet. Tenant Packets can be obtained at the Administration Office or online at [www.gaineyranchca.com](http://www.gaineyranchca.com). The Gainey Ranch Community Association has prepared this packet to acquaint tenants with our community to make their stay more enjoyable and to reduce their unintentional violation of our restrictions. Note: Homeowners are responsible for their tenant's compliance with any Gainey Ranch regulations.

The Tenant Packet includes 2 sections. Section 1 is for the homeowner and includes an informational letter for the homeowner/realtor/leasing agent, leasing rules, a welcome letter to the tenant and the Tenant Information Form, which is to be completed and returned to our Administration office prior to the lease start date. Section 2 is for the tenant and includes important telephone numbers, information about the Estate Club, Golf Club, and the Hyatt, helpful tips and information, a map of the Gainey Ranch area, a summary of the most common overlooked CC&Rs, and the Architectural & Landscape Improvement Summary.

Please return a copy of the completed Tenant Information Form to the Administration office by email or fax before the tenant arrives at Gainey Ranch. We need to have the form before we enter the information into the computer system. When completing the form, always include a contact number for the tenant. An out-of-state number is acceptable.

You may wish to issue the tenant one or two of the owner's encoded gate access cards, especially if the lease is in a satellite community protected by unmanned entry gates. The maximum number of cards a tenant may have is one per vehicle. The owner or agent must retrieve any card(s) used by a tenant when the tenant leaves.

Please also remember to notify the Gainey Ranch Community Association Administration office if the terms of the lease change or if the lease is extended. If you do not notify the Administration office of these changes, there is a chance the tenant's information will be deleted from the computer system, and they will no longer be allowed entry.

Please call us at 480-951-0321, Monday through Friday, 8 am – 5 pm (or 7 am – 4 pm Memorial Day – Labor Day) if you have any questions.

Sincerely,



Cottonwood Stone  
Administrative Assistant

## **RESIDENTIAL LEASING RULES**

1. Without exception, no Gainey Ranch residence shall be leased for less than thirty (30) days. However, the minimum lease requirements, in terms of time, may exceed 30 days in certain Gainey Ranch Satellite Associations. Individual Satellite Association document should be consulted to determine the minimum lease period.
2. Prior to taking occupancy, all tenants shall receive a copy of the Leasing Packet and sign a copy of the Lease Form (which is found as the last page of this packet – Section 1 for the Homeowner). The homeowner or his/her agent shall deliver the Lease Form to the Gainey Ranch Administration Office prior to the date of occupancy in order to insure the tenant is being granted access to Gainey Ranch.
3. All membership use rights to common area property (i.e. Daniel C. Gainey Estate Club) shall automatically be delegated to the tenant for the term of the lease.
4. Each residence is restricted to use as a single-family residence.



Gainey Ranch  
Tenant Information Form

Fax to: (480) 951-0923  
E-Mail to: grca@gaineyranchca.com

**Must be received before access will be granted.**

**IMPORTANT: Should this lease be extended, please notify the Gainey Ranch Community Association Administration Office immediately.**

Thank you for printing clearly!

**OWNER INFORMATION**

Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Community & Lot/Unit #: \_\_\_\_\_  
Email: \_\_\_\_\_

**TENANT INFORMATION**

Name(s): \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Vehicle(s) Plate # & State \_\_\_\_\_

**OWNER'S AGENT INFORMATION**

*Important – Only list your name and contact information here if you are the agent to follow up with at the end of the lease. Thanks!*

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Original Term of Lease: From \_\_\_\_\_ To \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

**For GRCA Administration Only**

Lease Extension Dates \_\_\_\_\_  
Estate Club Cards in Extended Hours \_\_\_\_\_  
Access Cards to Deactivate \_\_\_\_\_  
RFID Devices to Deactivate \_\_\_\_\_  
DoorKing Directory Name Change Back \_\_\_\_\_