

**Appendix C**

**New Resident Checklist and Agreement**

All new Turnberry residents (owners or renters) are required to sign this agreement. The agreement must be signed by an owner of the unit (and renter, if applicable).

The following items shall be submitted/performed during the designated timeline below to avoid any fees associated with not abiding by the Turnberry Rules and Regulations:

- Fourteen (14) days prior to move-in date
  - Submit the **Resident Emergency Form** to the Management Company:  
[http://www.turnberryofbuffalogrove.com/wp-content/turnberrycontent/forms/emergency\\_contact.pdf](http://www.turnberryofbuffalogrove.com/wp-content/turnberrycontent/forms/emergency_contact.pdf)
  - Submit tenant's lease or memorandum of oral lease to the Management Company (if applicable)
  
- Within ten (10) after move-in date
  - Submit the **Pet Registration Form** (if applicable):  
[http://www.turnberryofbuffalogrove.com/wp-content/turnberrycontent/forms/pet\\_registration.pdf](http://www.turnberryofbuffalogrove.com/wp-content/turnberrycontent/forms/pet_registration.pdf)
  - Read and understand the Turnberry Rules and Regulations:  
<http://turnberryofbuffalogrove.com/resource-center/rules-and-regulations/>
  
- Additional items to consider
  - Provide the Management Company with Name and Phone Number to be used for the entrance intercom system
  - Email the Board (board.turnberry@gmail.com) to be added to the distribution list
  - Submit the **Automatic Assessment Withdrawal Form** to the Management Company:  
[http://www.turnberryofbuffalogrove.com/wp-content/turnberrycontent/forms/direct\\_debit\\_program.pdf](http://www.turnberryofbuffalogrove.com/wp-content/turnberrycontent/forms/direct_debit_program.pdf)

Note: All forms can be found on the Turnberry website. If needed, the new resident may be provided with paper copies of the forms.

**For additional information, see Turnberry Rules and Regulations.**

\_\_\_\_\_  
UNIT Number

\_\_\_\_\_  
Owner's Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Name/Signature

\_\_\_\_\_  
Date

Issued Date: 08/22/2012  
Effective Date: 10/10/2012