



**Multiple Listing Service of Hilton Head Island, Inc.**

(843) 785-9696  
[www.hhimls.com](http://www.hhimls.com)

**HHIMLS Community Success Specialist: Ashton Hayes**

**Email: [ahayes@hhimls.com](mailto:ahayes@hhimls.com)**

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 U^gime Master Database. Please  
 forward any verifying documentation  
 along with this form.

Information not confirmed by Property  
 Manager, Association or Verifying  
 documents WILL delay HHIMLS ability  
 to add information.

## HPR/ POA Association Information

<b>Community/Association Name</b>		Physical Address (Street, city, state, zip)	
Legal Address		Area and Sub area	
Management Company		Year Built	
Manager		Total # of Units/prop. in Entire Project	
Management Co Address (Street, city, state, zip)		Total # of Units/properties in Subject Phase	
	Email	# of Units/properties Complete	
	Phone	Total # of Phases in the Project	
	Fax	Annual Meeting Month/Fiscal Year End	
Mgmt Co Website		Board Contact	
Fee Based on % Ownership	<input type="checkbox"/> Yes <input type="checkbox"/> No *please send statement of fees billed per unit	Board Phone	
Closing Contact		Closing Phone/Email	
Information of Person submitting form	Name:	Company:	Confirmed by Property/Association Manager: YES NO Date:

**Fee Includes**

<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Cable	<input type="checkbox"/> Capital Reserve	<input type="checkbox"/> Insurance
<input type="checkbox"/> Common Sewer	<input type="checkbox"/> Internet	<input type="checkbox"/> Private Rd. Maint.	<input type="checkbox"/> Flood Insurance
<input type="checkbox"/> Common Electric	<input type="checkbox"/> Phone	<input type="checkbox"/> Management Fee	<input type="checkbox"/> On-Site Recycling
<input type="checkbox"/> Common Water	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Roof Maint.	<input type="checkbox"/> Pool Maintenance
<input type="checkbox"/> Common Area Insur. only	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Satellite	<input type="checkbox"/> Tennis Court Maintenance
<input type="checkbox"/> Unit Specific Water Incl.	<input type="checkbox"/> Termite Bond	<input type="checkbox"/> Propane	<input type="checkbox"/> Garbage Service Included

**Restrictions/ Conditions**

<input type="checkbox"/> Age Specific	<input type="checkbox"/> Community Covenant & Restrictions Apply	<input type="checkbox"/> Contains Affordable Housing Units
<input type="checkbox"/> Contains Timeshare or Segmented Ownership	<input type="checkbox"/> No Timeshare/Interval Ownership	<input type="checkbox"/> No Rentals
<input type="checkbox"/> Leases < 30 days/short-term rentals	<input type="checkbox"/> Leases for <60 days	<input type="checkbox"/> Leases <6 months
<input type="checkbox"/> No Commercial Vehicles	<input type="checkbox"/> Leases for <90 days	<input type="checkbox"/> Leases <12 Months
	<input type="checkbox"/> No RVs/Boats	<input type="checkbox"/> No Motorcycles
<input type="checkbox"/> No Restrictions	<input type="checkbox"/> No Exterior Alt.	Units/common areas: <input type="checkbox"/> Fee simple owned <input type="checkbox"/> Leasehold
<input type="checkbox"/> FHA Loan approved HPR		

**Pets**

<input type="checkbox"/> Dog max = 1	<input type="checkbox"/> Dog max = 2	<input type="checkbox"/> Dog max = 3	Owner	<input type="checkbox"/> Dogs Weight Restr	<input type="checkbox"/> Leash Law
<input type="checkbox"/> No Restrictions	<input type="checkbox"/> Owner Only	<input type="checkbox"/> Only - Dogs		<input type="checkbox"/> Renter No	<input type="checkbox"/> Renter Yes
<input type="checkbox"/> Breed Restrictions	<input type="checkbox"/> Pet Owners-Maint. Fee				

**Amenities**

<input type="checkbox"/> Beach Access	<input type="checkbox"/> Comm. Pool	<input type="checkbox"/> Clubhouse	<input type="checkbox"/> Tennis Court	<input type="checkbox"/> Elevator
<input type="checkbox"/> Leisure Trails	<input type="checkbox"/> Gardens	<input type="checkbox"/> Putting Green	<input type="checkbox"/> Golf Privileges	<input type="checkbox"/> Janitorial
<input type="checkbox"/> Pier	<input type="checkbox"/> RV/Boat Storage	<input type="checkbox"/> Deep Water Access	<input type="checkbox"/> Day Dock	<input type="checkbox"/> Car Wash
<input type="checkbox"/> Marina	<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Grilling Area	<input type="checkbox"/> On-site Laundry	<input type="checkbox"/> Assisted Care
<input type="checkbox"/> Spa Facility	<input type="checkbox"/> Stables	<input type="checkbox"/> Dog Park	<input type="checkbox"/> Bocce Ball	<input type="checkbox"/> Room Service
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Hotel Adjacent	<input type="checkbox"/> Pickle Ball	<input type="checkbox"/> Concierge
<input type="checkbox"/> Sec Gate/Guard	<input type="checkbox"/> Club	<input type="checkbox"/> Transportation	<input type="checkbox"/> Playground	<input type="checkbox"/> Dining Package
	Membership Opt.		<input type="checkbox"/> Fire pit	
<input type="checkbox"/> Business Center	<input type="checkbox"/> Conference area	<input type="checkbox"/> Boat Landing	<input type="checkbox"/> Fitness Facility	<input type="checkbox"/> No Amenities

FORM L115  
 VILLA REGIME/POA ASSOCIATION  
 \*Used for adding new communities to the HHIMLS Database, updating information, or adding a unit to the Villa Regime Master Database. Please forward any verifying documentation along with this form.



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- Parking**  Assigned  Carport-1 Car  Carport-2 Car  Carport - Detached  Cart Bay  Cart Bay Attached  
 Cart Garage - Det  Cart w/ Garage  Driveway  Garage-1  Garage-2  Garage-3  
 Garage-3+  Garage-4+  Garage - Det  Unassigned  Underneath
- Pool**  Above Ground  Community  Enclosed  Free Form  Heated/solar  Heated/Electric  
 Heated/Gas  Heated Propane  Lap  Private  Salt Water  Screened  
 Spa  Unheated  None
- Security**  Cameras  FT Security Personnel  Gated  Key Code Req  Parking Pass Required  
 PT Security Personnel  Remote Control  Shared Security  None

**Financials**

**Annual Assessments:**  None  Insurance POA/HOA Fee \_\_\_\_\_

**Special Assessments:** \_\_\_\_\_ **Expected Term:** \_\_\_\_\_

**Fee Remarks/Transfer Fee/Cap. Cont Applies.:** \_\_\_\_\_

**Town or City Real Estate Transfer Fee Applies:**  Yes  No

**Comments:** \_\_\_\_\_

**Generic Media**  Complex Photos  Floor Plans  Site Plan  Master Deed, Amendments, Bylaws

For upload, send to: [ahayes@hhimls.com](mailto:ahayes@hhimls.com)

Community Video URL \_\_\_\_\_

**Floor Plans/ Models- use next page if each unit has different fees**

\*Style Selections: Interior, End, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor, 4<sup>th</sup> Floor, Penthouse, Multi-level, Detached

Floor Plan/ Model Name	Bedrooms	Baths	Half Baths	Htd Sq Ft	Fee	Style*
A						Click to choose an item.
B						Click to choose an item.
C						Click to choose an item.
D						Click to choose an item.
E						Click to choose an item.
F						Click to choose an item.
G						Click to choose an item.
H						Click to choose an item.
I						Click to choose an item.
J						Click to choose an item.
K						Click to choose an item.
L						Click to choose an item.

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**For % based regime fees:**  
Accounting statements of fees billed may be sent directly to our Community Success Specialist for Database input and then will be destroyed.

\*HHIMLS does not sell or publicly share association financial information

**Unit Information**

Unit #	Floor Plan	Regime Fee Only if different from Floor Plan	Legal Address	Tax Key #	Street Address

Thank you for your cooperation in providing information