

LEASING POLICY

Each Owner may rent their unit, subject to the limitations imposed by the Declaration, to enhance the quality of living for all Members. Additional stipulations are as follows:

Section 1
Homeowner

- (a) Notice to Association: Owners must provide written notice to the Windcrest Association Property Manager whenever they lease/rent their home no later than the commencement of the lease. This must include:
- (1) Updated Owner contact information including the new mailing address.
 - (2) The name and phone number of the renter and all occupants of the home.
 - (3) Any other information deemed necessary by the Windcrest Manager which relates to the operation of the Association.
 - (4) **LEASING PACKET:** A completed Leasing Packet must be delivered to the Association Property Manager along with the written notice. The Leasing Packet shall contain the following information:
 - i. **Written Lease Agreement:** A lease signed by both you and your tenants. Lease agreements must be at least six months in length and must state the amount of rent to be paid. Oral leases are not acceptable.
 - ii. **Proof of Security Checks:** Copies of credit, criminal, and unlawful detainer checks completed on all applicants (Property Management can provide these reports upon request for a small fee). For your protection, it is a good idea to have the applicant sign a written consent to these checks.
 - iii. **Acknowledgment of Rules & Regulations:** A receipt signed by your tenants acknowledging they have received, read, and understood the Windcrest Rules and Regulations.
 - iv. **A \$250.00 non-refundable move-in fee.**
 - v. A receipt acknowledging your Association fees are paid in full (available from Property Manager).
- (b) Notice to Renter(s): Owner shall supply to the renter a copy of the *Rules and Regulations* and shall be responsible for the renter's and occupant's compliance with the *Rules and Regulations*.

- (c) Unite Keys and Access: The owner shall be responsible for recovering any keys and garage doors openers from the renter.
- (d) Maintenance: Each Owner shall be responsible for the necessary maintenance and repair to the unit, in accordance with Windcrest Rules & Regulations, By-Laws, and Declaration, during the rental period.
 - (1) Each Owner shall inform the renter regarding types of maintenance and repairs for which the Owner is responsible and those for which the Association is responsible.
 - (2) It is the owner's responsibility to handle all maintenance and repairs to the home and/or garage that are not the responsibility of the Association, and to make sure the renter understands that all matters regarding maintenance and repair of the unit and/or garage are to be handled with the owner and NOT the Association Manager.
- (e) Fines: The Owner is responsible for any and all fines levied due to uncorrected violations. (See Section 3)

Section 2
Renters

- (a) Compliance with Rules & Regulations: All renters, unit occupants, or guests must abide by the Rules & Regulations of Windcrest Homeowners Association for the duration of their lease or stay at the unit.

Section 3
Association

Enforcement of Rules & Regulations: The Association will bring any violation by the renter, or their guests, of the Windcrest Rules and Regulations, Declaration, or By-Laws to the attention of the Owner. Upon notification by the Association, the Owner will ensure the violation is corrected within the stated time. The Owner is responsible for any and all fines levied due to uncorrected violations.