

Townhomes at El Dorado Homeowners Association

Rental Policy & Procedure

Effective Date: June 1, 2015
Per A.R.S. §33-1806.01(c) & (d)

Policies & Procedures

This Rental Policy and Procedure applies to all homeowners in the Townhomes at El Dorado Homeowners Association, including those utilizing the services of a third-party rental agency and those who do not.

1. If an owner leases their property while utilizing the services of a third-party rental agent, and elects to conduct all Association business relating to the owner's rental property through the third-party rental agent, the owner must designate that agent in writing on the Association's Rental Agent Designation Form (see enclosed form). Any notice given by the Association to the owner's designated agent on any matter relating to the owner's rental property constitutes notice to the owner. However, the Association reserves the right to deal directly with the owner regarding the rental property and is not obligated to deal with the agent.
2. This Rental Policy and related Renter/Resident Information Form is the Association's request for disclosure pursuant to A.R.S. §33-1806.01(c) & (d).
3. Prior to leasing a property, but in any case no later than 15 days after the start of a lease term, the property owner must complete and return a Renter/Resident Information Form (see enclosed form) along with the rental disclosure fee of \$25.00. The Association may charge the rental disclosure fee for each new tenancy but not lease renewals.
4. The Association will levy a fee of \$15.00 if Renter/Resident Information Forms are not returned, returned late or returned incomplete.
5. The property owner, or his or her agent, should separately inform the tenant in writing of the following Association rules that are most frequently violated (However, the tenant should still be provided with a full set of the governing documents including the Declaration of Covenants, Conditions and Restrictions of Townhomes at El Dorado and any and all other documents pertaining to the enforcement of said governing documents.
 - a. Townhomes at El Dorado Rules & Regulations
 - b. Townhomes at El Dorado Pool Rules

IN WITNESS WHEREOF, the undersigned have executed this Resolution on this 11th day of May, 2015, and certify that this document is a true and correct copy of a Resolution that was adopted by the Board of Directors of Townhomes at El Dorado Homeowners Association, at its duly held meeting on May 11th, 2015.

TOWNHOMES AT EL DORADO HOMEOWNERS ASSOCIATION,
an Arizona non-profit corporation

By: James J. Coleman
Its: President

Attest:

By: John R. H. [Signature]
Its: Secretary

**TOWNHOMES AT EL DORADO HOMEOWNERS ASSOCIATION
RENTER/RESIDENT INFORMATION FORM**

**** All information is strictly confidential and will not be shared with any one ****

Owner Information:

Name: _____ Email: _____
Home Phone _____ Cell: _____ Work: _____

Management Company Information:

Name: _____ Manager: _____
Address: _____ Phone: _____

Tenant Information:

Property Address: _____

List names of all adults to reside in unit:

Home Phone _____ Cell: _____ Work: _____

Lease term: _____ Date Tenancy Begins: _____ Date Tenancy Ends: _____

Are you using a management company? Yes: _____ No: _____

Did you provide the tenant a copy of the Declaration of Covenants, Conditions and Restrictions of the Homeowners Association, the Rules & Regulations & the Pool Rules?

Yes: _____ No: _____

Did you inform the tenant in writing of the trash can, parking, and animal rules?

Yes: _____ No: _____

Vehicle Information:

Make: _____ Model: _____

Color: _____ License Plate # and State: _____

Make: _____ Model: _____

Color: _____ License Plate # and State: _____

Print Name of Owner or Rental Agent Signature Date

For Association use:

Received By: _____ Date Received: _____

**TOWNHOMES AT EL DORADO HOMEOWNERS ASSOCIATION
RENTAL AGENT DESIGNATION FORM**

Owner Information:

Name: _____ Email: _____

Home Phone _____ Cell: _____ Work: _____

I designate the following person to act as my agent with respect to all Association matters relating to the rental of my house. However, I understand that the Association may choose to deal directly with me and not my agent, if it so desires.

Agent Information:

Name: _____

Company: _____

Address: _____

Agent's Email: _____

Agent's Work Phone _____ Agent's Cell Phone: _____

Print Name of Property Owner

Signature of Property Owner

Date

For Association use:

Received By: _____ Date Received: _____