

General Information for
Towne Lake Lease Property

1. When property has a new lease, Towne Lake HOA office must be contacted with the name, contact information, and move in date. Information must be given HOA office within seven days after move in date. Towne Lake can impose \$250.00 fine if information is not promptly given to HOA.
2. New tenant must come to the Towne Lake HOA office within 7 days of moving in to get car stickers, rules and regulations, and front gate clicker.
3. Lessor must contact Towne Lake HOA when tenant gives notice of moving. Tenant must return front gate clicker to Towne Lake HOA office. Lessor may charge a \$50.00 deposit for clicker. (This may be refunded when office gives notification that clicker has been returned). Lessor will be assessed a \$35.00 fee if clicker for front gate is not returned.
4. If Lessor is not given notification of tenant intent to move – Lessor must notify Towne Lake HOA as soon as they learn that the tenants have moved out of the property.
5. The property owner is responsible for any violation of Rules and Regulations by the current tenant. **If violation is not corrected in the time prescribed by Towne Lake HOA for the violation, the property owner will be assessed a fee of \$250.00.**

6. No leased property shall be occupied by more than two (2) individuals who are unrelated to any other occupant by blood, marriage or adoption. A fee will be assessed of \$250.00 per unrelated person per month.

7. Lessor needs to give the tenant Towne Lake HOA guidelines for home maintenance and landscaping. Arrangements should be made by Lessor to have maintenance to flower beds, hedges or decorative landscaping on a regular schedule. This maintenance can be performed by lessor, tenant or a professional landscaping companies.