

Woodland Hills Rental Requirements

These Rules and Regulations apply to all units not Unit occupied.

1. Unit owner must inform the Management Company, PRIOR TO RENTING, of intent to rent unit. **A criminal background check is highly recommended for your protection.**
2. Owner MUST PROVIDE the Management Company with the following information within (30 days) of date unit is leased.
 - Lease must be in writing and signed by tenant/owner leased for no less than (6) months and is subject to the Declaration, By-Laws, and Rules and Regulations of the community. Owner or any first mortgagee in possession shall not lease less than the entire unit. There shall be no sub-leasing of a unit by tenant.
 - Contact Information: phone numbers and emergency contacts (tenant/owner).
Vehicle license numbers.
Proof of Renters HO4 Insurance.

Note: Failure to do so will result in a \$60.00 fine charged monthly until all information has been submitted by owner, and the loss of access to common areas and facilities for both tenant and unit owner.

3. Unit owner must immediately provide the Management Company of tenant changes. Failure to do so will result in the loss of access to common areas and facilities for both the tenant and the unit owner.
4. Unit owner must provide the tenant with a copy of the current Association Rules and Regulations. Owner is to provide Woodland Hills with a SIGNED RECEIPT of said rules. Unit owner will be notified along with the tenant of any fines and damages that may apply.
5. To prevent unauthorized access to the building unit owner is responsible for the retrieval of ALL keys, from the tenant, upon the tenant's departure from unit.
6. If renter becomes a problem to the community, the unit owner will be notified of every warning and infraction. **Unit owner is subject to fines starting at \$50.00 for any rule infraction created by said tenant.**
7. Unit owner is to maintain insurance coverage on said unit.

Note: The Board of Directors recommends all units have water heater tubs, and water leak detectors for the second and third floor units.

Board approved revised Rental Guidelines March 26, 2015