

EL CARY ESTATES IMPROVEMENT ASSOCIATION

RENTAL AND LEASING GUIDELINES

1. Purpose & Scope

The purpose of this guideline is to enforce the provisions set forth in **Article I of the El Cary Estates Covenants, Conditions, and Restrictions (CC&Rs)**. These rules preserve the residential character of the neighborhood, protect property values, and maintain community safety and stability.

2. Prohibition of Short-Term and Transient Rentals

- **Minimum Lease Duration:** No structure on any residential lot shall be rented by the owner for transient or short-term purposes, which are defined as any rental period for **less than six (6) months**.
- **Entire Dwelling Requirement:** Less than an entire dwelling may not be rented or leased under any circumstances for non-owner-occupied properties. Individual room rentals, bed-and-breakfast operations, and platform-based short-term lodgings (e.g., Airbnb, Vrbo) are strictly prohibited.

3. Lease Requirements & Mandatory Registration

- **Written Lease Mandate:** Every lease agreement must be in writing and must explicitly state that the tenancy is subject to the El Cary Estates CC&Rs and all published rules and regulations.
- **Mandatory Tenant Registration:** In accordance with association guidelines, owners who lease their property must submit a completed **Tenant & Lease Registration Form** and a copy of the **executed lease document** to the Association within **ten (10) days** of lease execution.

4. Occupancy Standards & Single-Family Limits

- **Nuclear Family:** Permitted inhabitants are limited to a single nuclear family (persons related within the third degree of consanguinity or affinity by blood or marriage), living with not more than one unrelated person as a single household unit, or up to two household employees.
- **Occupancy Cap:** The maximum number of occupants in any leased dwelling is capped at **two (2) adults (18+) per dedicated bedroom**.

5. Owner Responsibility & Enforcement

- **Ultimate Accountability:** Property owners remain legally and financially responsible for the conduct of their tenants, guests, and occupants.
- **Compliance:** Failure of a tenant to abide by the CC&Rs, Design Guidelines, or community rules constitutes a direct violation by the property owner, subjecting the owner to association fines, legal action, and assessment liens. See <https://elcaryestates.com/document-library> for all community documents.

EL CARY ESTATES IMPROVEMENT ASSOCIATION
TENANT & LEASE REGISTRATION FORM

Notice to Owners: In accordance with El Cary Estates community guidelines, owners who lease their property must submit this completed registration form and a copy of the executed lease document to the Association within **ten (10) days** of lease execution. Both the owner and the tenant are bound by the subdivision's Covenants, Conditions, and Restrictions (CC&Rs).

1. PROPERTY & OWNER INFORMATION

- **Property Address in El Cary Estates:** _____
- **Owner Name(s):** _____
- **Owner Mailing Address:** _____
- **Owner Phone:** _____ **Owner Email:** _____

2. LEASE TERM & OCCUPANT INFORMATION

- **Lease Execution Date:** _____
- **Lease Term Start Date:** _____ **Lease Term End Date:** _____

Note: Per Article I of the CC&Rs, short-term or transient rentals of less than 6 months are strictly prohibited.

Authorized Occupants

Per Article I of the CC&Rs, the permitted number of inhabitants is strictly limited to a single nuclear family (persons related within the third degree of consanguinity or affinity by blood or marriage), living with not more than one unrelated person as a single household unit, or up to two household employees. The maximum occupancy is limited to **two (2) adults (18+) per dedicated bedroom**.

- **Total Number of Occupants:** _____ (Adults: _____ | Children: _____)
- **Names of All Adult Tenants (18+):**
 1. _____ Phone: _____
Email: _____
 2. _____ Phone: _____
Email: _____
 3. _____ Phone: _____
Email: _____

3. TENANT VEHICLE INFORMATION

To assist with parking guidelines and prevent excessive street or lawn parking:

- **Vehicle 1:** Make/Model: _____ Color: _____ License Plate: _____
- **Vehicle 2:** Make/Model: _____ Color: _____ License Plate: _____
- **Vehicle 3:** Make/Model: _____ Color: _____ License Plate: _____

4. OWNER & TENANT ACKNOWLEDGMENTS

See <https://elcaryestates.com/document-library> for all community documents. See <https://elcaryestates.com/helpful-links> for link to City of Pasadena Codes and Ordinances.

Owner Certification:

I/We certify that a copy of the *El Cary Estates CC&Rs, Design Guidelines, and Community Rules* has been provided to the tenant(s) named above, and that our lease agreement explicitly makes the tenancy subject to these governing documents. I/We understand that owners remain ultimately responsible for any violations committed by their tenants.

Owner Signature: _____ **Date:** _____

Tenant Acknowledgment:

I/We acknowledge that we have received, read, and agree to abide by all El Cary Estates Covenants, Conditions, Restrictions (CC&Rs), Design Guidelines, and rules governing the subdivision (including City of Pasadena Code regarding parking, pet control, trash disposal, and noise restrictions).

Tenant Signature: _____ **Date:** _____

For Association Use Only:

Date Received: _____ **Processed By:** _____

Status: [] Approved (Compliant) [] Incomplete / Returned for Correction