

Caroline Oaks Homeowners Association

Notification of Lease Form

Dear Homeowner, please complete this form and attach the Lease/Rental agreement. Remember all agreements must be for at least 6 months, no shorter. A new form will need to be submitted at the end of each lease/rental term.

Address: _____

Name of property owner: _____

Present address of property owner: _____

Phone # of Property owner: _____ **Alternate:** _____

E-mail Address of property owner: _____

Name of Lessees or Tenants: _____

Phone # of Lessees or Tenants: _____ **Alternate:** _____

Email Address of Lessees or Tenants: _____

Number of people in home: Adults: _____ **Children:** _____

Pets (please list): _____

Vehicles/Tag # (please list each): _____

Term of Lease: For ___ mo(s)/yr(s) **Beginning:** _____ **& Ending** _____

Please acknowledge the following statement by initialing, signing, and dating below. Owner to initial the following:

_____ I have provided copies of the Association's Covenants, Restrictions and Amendments to my Lessee/Tenant and he/she agrees to fully comply with them. Any failure by the lessee to comply with the terms of such documents shall be a default under the lease.

_____ I understand that as property owner I am required to pay quarterly dues to the Association. If my tenant(s) are in violation of the Caroline Oaks bylaws, Master deed, and/or Fairfax County zoning/code ordinances then, I, as property owner, may also be fined and/or held legally responsible for such violations in accordance with the Association's covenants and by-laws.

_____ I informed my tenant(s) that Caroline Oaks is a covenanted community and that by moving into this Property Owners' Association that the Lessee/Tenant is also responsible for abiding by the Association's Covenants, Restrictions and Amendments provided to him/her.

_____ I informed my tenant(s) of Fairfax County's zoning occupancy ordinance limiting how many people can live in a single residence and informed the tenant(s) they are required to comply with the ordinance.

Owners Signature(s) _____ **Date:** _____

Please return the completed form to Caroline Oaks Homeowners Association

FOR ASSOCIATION USE ONLY:

Date agreement received: _____

Signature: _____ **Date:** _____

Title: _____