

Rental and Leasing Policy

Autumn Fields Homeowners Common Areas Maintenance Association

The following information must be furnished to the Autumn Fields Homeowners Common Areas Maintenance Association Board of Directors, hereinafter AFBoD, prior to a rental tenant occupying n Autumn Fields' property. Fines can be assessed to the unit owner/renters if the Rental and Leasing Policy is not followed.

- Leases are required for any property not occupied by the owner.
- Leases must be in writing, with terms no less than one year, and shall be for the entire dwelling unit and plot.
- Only those individuals listed on the lease and their immediate family members (i.e., single family) shall be permitted to occupy the stated rental property.
- Signed leases must be provided to the AFBoD before the renters occupy the property and signed renewal leases must be provided to the AFBoD prior to the start of the renewal leases' term.
- Every lease must conform to the provision of the Declaration, By-Laws and Rules, as amended from time to time and must be made subject to the terms of those documents.
- Rental property owners are responsible for providing and maintaining updated information for both the owners and tenant(s) to the AFBoD.
- Rental property owners are responsible for the actions of the tenant(s) and payment of all fines accumulated by the tenant(s).
- Rental property owners must provide to the tenant(s) a copy of the Declaration, By-Laws and Rules (available at *autumnfields.net*).
- Rental property owners must obtain written acknowledgement from the tenant(s) that they have received a copy of the Declaration, By-Laws and Rules prior to initial occupancy of the unit. A copy of the acknowledgement document must be provided to the AFBoD prior to occupancy.
- The AFBoD shall maintain a list of all rental units.
- Tenant(s) must remain in good standing at all times.
- Proof of Insurance must be provided to the Board of Directors prior to occupancy for both the Owner and tenant(s).
- All documents can be emailed to *board@autumnfields.net* or send an email to the same address to request a mailing address.

If the rental property owner or their tenant(s) are not in compliance with the Rental and Leasing Policy, the AFBoD shall submit a letter to only the rental property owner notifying the areas of non-compliance with expected date of compliance. If the rental property owner is still not in compliance by the expressed date, the AFBoD shall apply a fine of \$1000 per week until the issue is rectified.