



LEASING POLICY

1. A Unit Owner may not lease less than the entirety of their Unit. No Unit may be leased for an initial term of less than one (1) year, nor may any Unit be leased for transient and/or hotel purposes.
2. A Unit Owner may only lease his/her Unit pursuant to a written lease. A copy of the fully executed written lease must be provided to the Management Office within ten (10) business days **PRIOR TO** the tenant's occupancy of the Unit. Move ins will be **denied** without a fully executed lease provided 10 business days prior.
3. During the term of any lease for a Unit, the right to use the Association's Recreational Common Facilities and/or Amenities shall transfer to the tenant in that lease and the corresponding Unit Owner shall have no right to access any such Facilities and/or Amenities until the expiration of the lease.
4. **Copies of all applications, permits and/or certifications, including a copy of an executed Township Rental License, shall be provided to the Association's Management Office with the submission of the executed lease. All Unit Owners leasing their Units must have Homeowners and Liability insurance naming Oak Hill Condominium Association as an additional insured.**
5. Unit Owners with active leases for their Units shall be responsible to pay an annual Leasing Fee to the Association, which shall be assessed against the Unit Owner's account with the Association. The 2025 annual Leasing Fee is \$100.00 for each unit, and a one-time fee of \$200.00 will be applied for each new lease.
6. Charges and payments can only be processed under the Unit Owner's account. All non-emergent work orders must be coordinated by the Unit Owner and all related charges will be billed to the Unit Owners account. The Unit Owner is responsible for any discrepancies with their tenant.
7. The Unit Owner must provide 60 days' notice of tenants' non-renewal/ move out. Unit Owners and tenants must complete move out forms prior to move out. Any applicable fees associated with a tenant's move will be charged to the Unit Owner's account.
8. The Unit Owner must provide proof that a background check of the tenant has been completed. The failure to do so may result in a fine according to the current Fine and Enforcement Policy.
9. The Unit Owner of a leased unit must include a **NO PET POLICY** in the lease.
10. Owners of leased Units will be held responsible for any violations of the Association's Governing Documents that are committed by their tenant(s). Any such violations may result in the levying of fines against the Unit Owner's account and/or the suspension of certain privileges.
11. The Unit Owner is responsible to provide their tenant with copies of the Association's Governing Documents.
12. The Association reserves the right to conduct inspections of any leased Units in the Community.
13. A Family/Parent/Sibling Leasing form shall be completed for any Unit owned by a non-resident Unit Owner and occupied by a parent, child or sibling of said Unit Owner and which unit is not an investment Unit. The form is available in the Management Office. Failure to complete and deliver this form to the office may result in a fine.

I HAVE READ AND AGREE TO THE ABOVE LEASING RULES

Signature

Unit

Date

Signature

Unit

Date