



---

# LEWISTON TOWNHOUSE CONDO ASSOCIATION CONDOMINIUM OWNER CHECKLIST

---

The following items are required of every unit owner annually.  
If you are renting your unit, please also satisfy the requirements for tenants.

---

## OWNER REQUIREMENTS

- Furnish to the Association a copy of your insurance declaration page showing the regulation for liability limits, the property address and effective dates
- Review the current occupancy rules and regulations, sign your acceptance and return to the association. Please keep a copy for your records
- Sign up and log in to the web page [www.lewistonhoa.com](http://www.lewistonhoa.com) for document review & download
- Provide your current address, phone and email for association communication
- Dues are paid by the 1<sup>st</sup> of every quarter or annually by January 1<sup>st</sup>.
- Maintain the Limited Common Elements associated with your unit and adhere to the association appearance rules

---

## RENTAL UNIT REQUIREMENTS - PRIOR TO MOVE IN

- Furnish a security deposit of \$500 for each occupancy change to the Association
  - Submit a copy of the lease agreement for your unit with a minimum length of time of twelve months to the association
  - Furnish to the Association a copy of the renter insurance declaration page showing the regulation for liability limits, the property address and effective dates
  - Submit a copy of the signed occupancy agreement for all tenants. Please keep a copy for the tenants.
  - Inform your tenants of the maintenance of the Limited Common Elements and the association appearance rules
  - Notify your tenants of the dumpster rules and waste allowed
  - Make sure the tenants are furnished the parking policy and the permits for your unit. If they are not available, request a new set for purchase from the association
  - Have the tenants complete the rental occupancy form and submit to the association
-