



Sydney Pond Rental Rules and Regulations

The Sydney Pond Homeowners' Association Board has adopted the following updated rental rules and regulations to ensure everyone understands their obligations; these rules and regulations apply to current and future tenants:

1. All lease agreements must be submitted to the HOA prior to execution by the Owner.
2. A clause requiring the tenants to agree to abide by the HOA Covenants & By-laws must be worded in the rental agreement.
3. Owners shall submit a "Tenant Registration Form" (see attached) to the HOA for each existing tenant/lease, in a form prepared for the HOA by the Board of Directors, no less than thirty (30) days prior to executing or extending a lease.
4. If an Owner fails to provide the "Tenant Registration Form" to the HOA as outlined above, the HOA may impose reasonable monetary penalties as determined by the Board.
5. There is \$25.00 review and processing fee concerning the above made payable to the HOA.
6. Landlords must provide a set of the governing documents (CC&Rs & By-Laws) and rules to renters before move-in.
7. HOA rules and regulations must be a condition of all rental agreements.
8. Landlords are held accountable for renter infractions.
9. Renters must communicate requests to the HOA through their landlord.
10. Landlord must provide a copy of each rental agreement to ensure compliance with the HOA's standards and for emergency contact purposes.

Sydney Pond Homeowners' Association

Tenant Registration Form

The Board of Directors has adopted the following form for use of all Tenants and Owners.

- 1) Owners are responsible for the timely registration of their tenants with the HOA as well as their actions and any fines for violations.
- 2) The HOA does not contact and / or manage tenants. All communication is sent to the Owner who must inform Tenants of issues and violations.
- 3) Owners must provide the information required below and amend the information if it changes.
- 4) It is recommended that Owners provide Tenants with all the Documents, Regulations and Policies of the Community and note that the information has been provided in their leases so as to best manage the lease and to provide quiet enjoyment of the community by all. Tenants can view Rules & Regulations at www.sydneypondhoa.com under Tenants Tab.

Adopted by the Board of Directors at a duly-held meeting on (Date).

Required Information from Owner and Signature

Tenant(s): _____
Printed Name

Printed Name

Tenant Home Phone

Tenant Mobile Phone

Lease Start Date: _____

Lease End Date: _____

Vehicles: _____
Model – Color – License #

Model – Color – License #

Pets: _____
Breed – Color – Identifying Marks

Breed – Color – Identifying Marks

Property Owner: _____
Print Name

Date

Signature:

Address:

This form can be mailed, faxed or scanned and e-mailed to Sydney Pond Homeowners' Association.

Sydney Pond Homeowners' Association
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