

Rec'd 9/12/2012

RULES AND REGULATIONS
LEASING GUIDELINES
BROOKSIDE EAST CONDOMINIUM ASSOCIATION
JULY 2011

The following are the Rules and Regulations regarding the leasing of units in the Brookside East Condominium Association. These Rules and Regulations are adopted at a duly called and conducted meeting of the Board of Directors on August 25, 2011 and are effective as on the date of this meeting.

1. Owners that wish to lease their condominium must advise the Board of Directors in writing of their intention to lease their unit prior to execution of the lease.
2. Leases must be for no less than one year.
3. A copy of the lease must be provided to the Board of Directors prior to occupancy by the Tenant along with the attached information form.
4. The Information Form must be provided with the copy of the duly executed lease as follows:
 - a. The name of the Tenant and a list of the number of occupants to include names, phone numbers of the occupants; both day and evening hours.
 - b. A list of the vehicles that will be parked on the property along with the license plates of the vehicles.
 - c. Phone numbers where the Tenant can be contacted both day and evening hours.
 - d. A forwarding address and phone number for the Owner of the unit.
5. The Owner must require a non-refundable move-in deposit of \$200.00 made payable to the Brookside East Condominium Association.
6. Upon move-out, the Owner must deposit a non-refundable move-out deposit of \$200.00 made payable to the Brookside East Condominium Association. If the move-out deposit is not paid, the \$200.00 fee will be charged to the Owner's assessment account.
7. The Owner of the unit must provide evidence that the Tenant has been provided with a copy of the Declaration, Bylaws and Rules and Regulations of the Brookside East Condominium Association. These documents must be included as an Addendum to the executed lease and initialed by the Tenant as evidence that the documents have been received by the Tenant.
8. The Owner will be responsible for providing the front door security code to the Tenant. If a change of code is needed for the front security door, the Owner will be responsible for the cost.

Brookside East Condominium Association Owners must comply with these Leasing Guidelines, or be subject to fines on a daily basis as described in the Rules and Regulations.

*APPLICATION FOR LEASE OF UNIT
BROOKSIDE EAST CONDOMINIUM ASSOCIATION*

LESSOR'S INFORMATION:

Unit Owner's Name: _____

Address and Unit No: _____

Forwarding Address: _____

Day Time Phone No: _____

Home Phone No: _____

Emergency Contact Name: _____

Emergency Contact Phone No: _____

Beginning Date/Ending Date of Lease: _____

Beginning Date

Ending Date

Note: (Copy of Lease must be attached to this application)

LESSEE'S INFORMATION:

Name of Tenant: _____

Number of Occupants: _____

Phone Number Home: _____

Day Time Phone Number: _____

Vehicle License Plate Number(s): _____

Signed by Lessor: _____

Signed by Lessee: _____