

Old School Condominiums Association

17,25 & 35 New South St, Northampton, MA 01060

c/o Kendrick Property Management /PO Box 3220 Amherst, MA 01004 / P: 413-253-0285 / F: 413-253-2383

kpm@kendrickmanagement.com

RESIDENTIAL UNIT RENTAL PACKAGE

Old School Commons Unit Owners are to follow the below terms for renting out their residential units at Old School Commons Condominiums:

1. Unit Owner must notify the Association's managing agent (Kendrick Property Management) **prior to advertising, listing, or executing a rental** and upon the termination of any lease.
2. No subletting is allowed. This must be stated in any rental agreement signed with residential tenants.
3. No owner may rent out a unit unless all Unit Owner accounts are paid in full.
4. All tenants must acknowledge receipt of a copy of the Rules and Regulations (see attached form).
5. Failure of any tenant or owner to follow the Rules and Regulations may result in fines against the Unit Owner.
6. **TENANTS ARE NOT ALLOWED TO HAVE PETS.**
7. A fine of ONE THOUSAND DOLLARS (\$1,000) will be imposed against any Unit Owner who fails to secure advance permission for a rental (see attached).
8. Additional fines may be imposed by the Trustees per Trust Section 5.29, for \$100 per day after the notice to an owner in violation of the condominium rules is provided. This is in addition to the \$1000 fine.

The following forms and documents are part of this Rental Package:

1. Assent of Property Manager for Unit Rental Form, please note this form must be completed PRIOR to the start of the lease for the unit.
2. Rules & Regulations Tenant Acknowledgement Form
3. Unit Owner/Occupant Information Form including vehicle registration
4. Rental Policy
5. Rules & Regulations
6. Revised Pet Policy

Old School Commons Condominium Documents can be downloaded from the Managing Agent's website:

www.kendrickmanagement.com

To submit an Assent to Rent Request, please include:

1. Completed Assent to Rent form
2. Copy of the signed lease reflecting the start and ending dates
3. Completed Tenant Acknowledgement form of Rules and Regulations
4. Unit Owner/Occupant Information Form including vehicle registration

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ASSENT OF PROPERTY MANAGER FOR UNIT RENTAL

The undersigned Unit Owner(s) requests permission to lease his/her unit.

The undersigned, being a duly authorized Property Manager for the Old School Commons Condominium Trust which was created by a Declaration of Trust and By-Laws dated September 9, 2003 and recorded in the Hampshire County Registry of Deeds, hereby approves the following person (s):

Tenant #1

Tenant #2

to occupy Bldg/Unit # _____ owned by _____.

Lease Dates (Start/End) : _____ Include copy of completed lease with submission.

This consent is conditioned upon the aforesaid tenants faithfully observing all of the restrictions, conditions and terms of the Rules and Regulations of the Old School Commons Condominium Trust and the Condominium Documents as herein defined, in default of which this consent may be revoked by the undersigned Property Manager.

By:

Property Manager

Date

Unit Owner(s) hereby acknowledges that they have made the above-named tenants aware of the provisions of the Old School Commons Condominium Trust Master Deed and Declaration and By-Laws and have explained the Rules and Regulations of the Condominium Association. Failure of your tenants to abide by these Rules and Regulations or with any of the provisions of the Condominium documents will result in you, as the Unit Owner, being held responsible for any and all infractions.

Unit Owner's Signature

Date

Unit Owner's Signature

Date

PROPERTY MANAGER PLEASE CERTIFY: Is Unit Owner's Account Paid in full? Yes No

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RULES AND REGULATIONS TENANT ACKNOWLEDGEMENT FORM

NAME (S): _____

ADDRESS: _____

PHONE: home: _____ cell: _____

I (we) hereby acknowledge that I (we) have received and read a copy of the Rules and Regulations and agree to abide by all terms thereof.

Signature

Date

Signature

Date

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Please fill out and return to Kendrick Property Management

RESIDENT REGISTRATION FORM / INFORMATION FACT SHEET

Unit Number _____ Building Name _____

Owner 's Name(s) _____

List All Occupant(s) _____

Owner's Mailing Address _____

Owner's Home Phone _____ Work # _____ Mobile # _____

Owner's Email Address _____

Owner's Emergency Contact Person and Telephone Number _____

Monthly Invoice: Not Needed _____ Mail _____ Email _____

TENANT INFORMATION [provide a copy of the lease along with this form]

Tenant's Name(s) _____

Tenant's Home Phone _____ Work # _____ Mobile # _____

Tenant's Email Address _____

PET INFORMATION [See OSC Pet Policy for owner-occupants or tenants and registration form]

Cat _____ Breed _____ Color _____ lbs. _____

Dog* _____ Breed _____ Color _____ lbs. _____ Town Reg. # _____

***For all dogs: provide a copy of license and rabies certificate along with this form**

VEHICLE INFORMATION [for owner-occupants or tenants]

1. Vehicle Model _____ Make _____ Year _____

Color _____ Plate # _____ State _____

2. Vehicle Model _____ Make _____ Year _____

Color _____ Plate # _____ State _____