



EDGEWATER GARDENS

CONDOMINIUMS

RENTAL POLICY

Owner Waitlist

- **The maximum number of units that can be rented at any given time is 15.**
- **A Unit Owner must have lived in a Unit for a minimum of 1 year prior to leasing said unit.**
- The Property Manager maintains a rental waitlist for owners who would like to rent their unit. Owners who wish to rent their unit must contact the Property Manager to be placed on the waitlist. The waitlist is maintained in the strict order of owner requests.
- Once an opening occurs, the owner at the top of the waitlist will be notified by the Property Manager.
 - That owner will have 6 months to make other living arrangements for themselves and to secure an approved renter.
 - If the owner does not do so within 6 months, the next owner on the list will be notified.

Approval of Rental

The Unit Owner must conduct a Background Check/CORI and check the Sex Offender Registry for all persons over 18 years of age who will prospectively live in the unit. It is recommended that the Unit Owner also conduct a credit check, landlord check, and income verification for prospective tenants. This information must be furnished to the property manager in order to receive an Assent to Rent before a lease is signed.

Leasing of Unit

Tenant(s) must sign a lease with a term of no less than one year. Month to Month leases are prohibited. The Tenant(s) must provide vehicle and pet information. The Tenant(s) must be given a copy of the Rules and Regulations, be given time to read and understand the document, and sign the Tenant Confirmation of Rules and Regulations form.

Documents to be provided to the property manager within 30 days following Assent to Rent Approved:

- A copy of the signed lease
- The signed Rules and Regulations confirmation form
- Tenant contact, vehicle and pet information. This includes up to date vaccinations, town registry license

Rules and Regulations regarding Tenants:

Unit Owners shall be permitted to lease their units according to the following rules and those rules set down in Paragraph 13C on the Master Deed incorporated herein

- a. All Unit Owners who rent their units must provide to the Condominium Association Board the name of all tenants and the make and license plate of their automobile.
- b. All Leases must be approved by the Board of Trustees prior to the Tenant moving in. Approval will not be unreasonably withheld;
- c. Tenants must be provided with a copy of these Rules and Regulations and execute a document expressly agreeing to be bound by same;
- d. If a Tenant has more than three (3) violations of these Rules during one (1) calendar year, the Board of Trustees may, by written notice to the Unit Owner, void the Unit Owner's approval to lease the Unit and require the unit Owner to take all reasonable steps required to evict the tenant. Failure of the Unit Owner to commence legal action to evict the tenant within thirty (30) days following notice from the Board of Trustees shall be deemed a violation of these Rules and Unit Owner shall be subject equal to a fine of \$25.00 per day for so long as the violation continues.
- e. **A unit owner must have lived in a Unit for a minimum of one (1) year prior to leasing said unit.** If a unit is sold in the middle of a lease term the lease must be reapproved by the board for the new unit owner or the lease from the prior owner is null and void;
- f. No Units may be subleased or assigned by any tenant.
- g. All leases shall be for the entire Unit. No room leases shall be permitted.
- h. The Unit owner shall be responsible for all acts or omission of their tenant(s) and shall be responsible for the payment of any fines or fees incurred by the tenant, their guests and/or invitees.
- i. If a Unit is leased without the consent of the Board of Trustees, the Unit Owner will be fined \$50.00 per day until the lease is presented and approved.
- j. The Board of Trustees shall be under no obligation to approve a request to lease any Unit and may deny any Unit Owner's request in the sole discretion of the Board.
- k. Should the Condominium Association incur legal fees due to a tenant's violation of these Rules, the Unit Owner will be charged for legal fees



EDGEWATER GARDENS
CONDOMINIUMS

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 Edgewater Gardens Condominium, which was created by a Declaration of Trust and By-Laws dated June 1, 2006 and recorded with the Hampden County Registry of Deeds at Book 1552 Page 584, hereby approves the following person(s):

to occupy Unit # _____, owned by _____.

This consent is conditioned upon the aforesaid tenants faithfully observing all the restrictions, conditions and terms of the Rules and Regulations of the Edgewater Gardens Condominium documents as herein defined, in default of which this consent may be revoked.

By: _____

Donna W. Golec, Agent for Edgewater Gardens Condominium Association
Owner, Kendrick Property Management

Unit Owner's Signature: _____ Date: _____

Unit Owner's Signature: _____ Date: _____



EDGEWATER GARDENS

CONDOMINIUMS

TENANT CONFIRMATION OF RECEIPT OF RULES AND REGULATIONS

I/we, the undersigned, have read and understand the attached Edgewater Gardens Condominium Rules and Regulations and agree to abide by the same during the term of our tenancy.

I/we have kept a copy of the Rules and Regulations for our reference and understand the Assent to Rent by the Edgewater Gardens Condominium Association is conditioned upon the aforesaid tenants faithfully observing all of the restrictions, conditions, and terms of the Rules and Regulations of the Edgewater Gardens Condominium Documents as herein defined, in default of which this consent may be revoked.

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Edgewater Gardens Condominiums Association Trust

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

Please fill out and return to Kendrick Property Management

RESIDENT REGISTRATION FORM / INFORMATION FACT SHEET

Unit Number _____

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 [if applicable, provide a copy of the lease along with this form]

Tenant's Name(s) _____

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

Tenants's Email Address _____

PET INFORMATION [for owner-occupants or tenants]

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 _____