



# RENTAL POLICY

Pursuant to Article 3.1.5 of the Bylaws of Cottonwood Palo Verde at Sun Lakes HOA, a member has the right to delegate to the renter the member's right to use the association facilities by giving notice of such delegation to the General Manager. A member who surrenders his right to use the association facilities to a renter shall not have a right to use the association facilities until the designation of the member's right to the renter has been revoked by written notice to the General Manager.

**THE FOLLOWING MUST BE COMPLETED BY THE HOMEOWNER OR THEIR RENTAL AGENT AND TURNED IN TO HOMEOWNER SERVICES**

1. Completed and **SIGNED RENTAL POLICY**.
2. **\$25 RENTAL PROCESSING FEE** for each rental transaction. **CASH OR CHECK ONLY - Payable to SLHOA #2.** (Fee Subject to Change).
3. **\$225 AMENITY USE FEE** (optional) per individual/couple wishing to obtain a Renter Card to use the Association amenities. **CASH OR CHECK ONLY - Payable to SLHOA #2.** (Fee Subject to Change).
4. **ALL HOMEOWNER CARDS** turned in or already on file at Homeowner Services. If one renter both homeowner cards must be turned in.
5. **PHOTOCOPY OF RENTERS DRIVER'S LICENSE OR OFFICIAL STATE PHOTO ID** for age verification. **(ONE PERSON MUST BE 40 YEARS OF AGE OR OLDER TO RESIDE AT THE PROPERTY. NO ONE UNDER AGE 19 IS PERMITTED TO RESIDE IN THE HOME FOR MORE THAN 30 DAYS DURING THE TERM OF THIS RENTAL POLICY)**
6. **ADDITIONAL RENTERS FEE** (More than 2 People). \*SEE FEE SCHEDULE

## RENTER INFORMATION

The following have been delegated the right to use the Association amenities:

Renter Name **PRINT:** \_\_\_\_\_ Birth date \_\_\_\_\_

Renter Name **PRINT:** \_\_\_\_\_ Birth date \_\_\_\_\_

Renter Phone Number(s) \_\_\_\_\_

Rental Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Rental Date must have an end date not to exceed one year.**

## HOMEOWNER INFORMATION

Homeowner's Name \_\_\_\_\_ Member # \_\_\_\_\_  
(Member # is the ENTIRE NUMBER ON YOUR HOMEOWNER CARD)

RENTAL PROPERTY Address \_\_\_\_\_

Homeowner or Rental Agent SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

During the rental period, Homeowner may be reached at:

Address \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

## RENTER MUST READ AND SIGN:

- I Have Received a Copy of the Renter Information Packet.
- I agree to Abide by the Association Rules & Regulations.
- I Understand and Agree that IT IS MY RESPONSIBILITY (RENTER) to Obtain any Association Information Regarding Association Rules & Regulations.
- I Understand One Person Must be 40 YEARS OF AGE OR OLDER to Reside at the Property and NO ONE UNDER AGE 19 IS PERMITTED TO RESIDE AT THE HOME FOR MORE THAN 30 DAYS During the Term of this Rental Policy.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## \* AMENITY USE FEE SCHEDULE RATES for EACH ADDITIONAL RENTER (more than 2) (SUBJECT TO CHANGE)

Weekly Rate = An amount equal to the annual HOA Assessment divided by 52  
Monthly Rate = An amount equal to the annual HOA Assessment divided by 12  
Six Month Rate = An amount equal to the annual HOA Assessment divided by 2

## OFFICE USE ONLY

\_\_\_\_\_ Number of Homeowner's cards on file at Homeowner Services.

\_\_\_\_\_ Number of Renter cards issued for ASSOCIATION AMENITY USE.

Renter Information Packet Given to Renter.

Rental Processing Fee Collected (\$25). Check # \_\_\_\_\_ or Cash \_\_\_\_\_ .

Amenity Use Fee Collected (\$225). Check # \_\_\_\_\_ or Cash \_\_\_\_\_ .

Additional Renters Fee (more than 2 people) Total Collected = \$ \_\_\_\_\_

Long Term Rental Renewals 3 months or more past due will be Charged \$25.

NOTES: \_\_\_\_\_

Renter Report \_\_\_\_\_

Entered/Jonas \_\_\_\_\_

Deleted/Jonas \_\_\_\_\_