

Monte Vista Homeowners Association

Rental Policy & Procedure

Effective Date: March 25, 2015
Per A.R.S. §33-1806.01(c) & (d)

Policies & Procedures

This Rental Policy and Procedure applies to all homeowners in the Monte Vista Homeowners Association, including those utilizing the services of a third-party rental agency and those who do not.

1. If an owner leases their property while utilizing the services of a third-party rental agent, and elects to conduct all Association business relating to the owner's rental property through the third-party rental agent, the owner must designate that agent in writing on the Association's Rental Agent Designation Form (see enclosed form). Any notice given by the Association to the owner's designated agent on any matter relating to the owner's rental property constitutes notice to the owner. However, the Association reserves the right to deal directly with the owner regarding the rental property and is not obligated to deal with the agent.
2. This Rental Policy and related Renter/Resident Information Form is the Association's request for disclosure pursuant to A.R.S. §33-1806.01(c) & (d).
3. Prior to leasing a property, but in any case no later than 15 days after the start of a lease term, the property owner must complete and return a Renter/Resident Information Form (see enclosed form) along with the rental disclosure fee of \$25.00. The Association may charge the rental disclosure fee for each new tenancy but not lease renewals.
4. The Association will levy a fee of \$15.00 if Renter/Resident Information Forms are not returned, returned late or returned incomplete.
5. The property owner, or his or her agent, should separately inform the tenant in writing of the following Association rules that are most frequently violated (However, the tenant should still be provided with a full set of the governing documents including the Declaration of Covenants, Conditions and Restrictions of Monte Vista and any and all other documents pertaining to the enforcement of said governing documents.
 - a. Monte Vista Do's & Don'ts
 - b. Monte Vista Dusk to Dawn Light Guidelines

IN WITNESS WHEREOF, the undersigned have executed this Resolution on this 25th day of March, 2015, and certify that this document is a true and correct copy of a Resolution that was adopted by the Board of Directors of Monte Vista Homeowners Association, at its duly held meeting on March 25th, 2015.

MONTE VISTA HOMEOWNERS ASSOCIATION,
an Arizona non-profit corporation

By: *Jeanice E. Roffler*
Its: President

Attest:

By: *Richard Clark*
Its: Secretary