

## Brookshire Leasing Guidelines

By submitting this form you acknowledge you have read and understand the leasing guidelines.

### Approval Request

Homeowner: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Once you decide on a rental manager (yourself or a third-party company) you need to submit a preliminary lease document to obtain approval for renting. Your Association verifies all verbiage is in accordance with its documents. You'll need to make sure the lease notes the following:

- Term is no less than 60 days
- Clear verbiage that your unit is in an association and that any violation of the rules is considered a default on the lease.
- Acknowledgement form for renters to sign off that they have received a copy of the house rules.

### Lease Approval Directions

1. Ensure document meets guidelines
2. Highlight areas of lease that outline guideline requirements
3. Return lease for approval
4. Once approved you can continue to seek renters.

### Upon Approval of Lease Document

Upon execution of lease documentation, provide signed copy to management office. This step must be completed in order to complete the approval process and have your unit in compliance with the leasing guidelines. **Please keep in mind that failure to maintain a current, executed lease on file will result in a fine of \$500.00.**

### OFFICE USE:

#### Lease Review Check List

- ☐ Are association lease guidelines highlighted for clear review?
- ☐ Terms – no less than 60 days
- ☐ Unit is in an Association – noncompliance of rules a default on the lease
- ☐ House Rules Receipt Acknowledgment

Date Approved: \_\_\_\_\_ Completed By: \_\_\_\_\_

Homeowner Notified: \_\_\_\_\_

**Waiting List** – THERE IS NO WAITING LIST AT THIS TIME.

Approval based on another approved leased unit selling the unit or when it becomes owner occupied.