

Villa Belmont Condominiums *Villabelmont.com*

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LANDLORD/TENANT ACKNOWLEDGEMENT RECEIPT

All Landlords must submit, for approval, a "Permitted Rental Unit Request Form" to the on-site VBCA Management Office, prior to signing a lease with each New Tenant. Landlords must make certain that the lease they choose for their Tenant(s) conforms with, and makes specific reference to, the legal documents of the Association. Refer to Article 23 and the Rules and Regulations for requirements. Three (3) copies (included in this packet) of both the Mandatory Lease provision and the Acknowledgement Receipt must be signed at the time of the lease signing and, within forty-eight (48) hours, one signed copy of each must be submitted to the on-site VBCA Management Office, along with the following: Signed Copy of Rental Agreement Lease and Resident Registration Form.

Parking Permits for the Tenant(s) will not be issued without all of the completed paperwork being submitted to the on-site VBCA Management Office.

Remember, only the Owner is a member of the Association; you are responsible for abiding by all provisions and restrictions imposed by the Association's legal documents, whether you reside in your unit or not. VBCA has no legal relationship to the Tenant(s). The Owner, as the Landlord, is legally responsible for the actions of their Tenant(s).

In the event the Tenant's behavior becomes a problem, VBCA Management, on behalf of VBCA will issue violation letters to the Tenant(s) and the Landlord. The Landlord is expected to intervene on behalf of VBCA to have the Tenant(s) immediately cease any improper/inappropriate behavior. If the problems persist the Landlord is expected to remove the Tenant(s) from Our Community. If the Landlord fails to act the issue will be referred to Council and/or VBCA's Attorney will initiate court proceedings. Attorney fees, court cost and collection fees will be assessed to the Unit Owner's account as well as any fines assessed.

MAINTENANCE REQUEST

In order to avoid billing disputes VBCA Management will only accept maintenance request from the homeowner. Tenants must contact their Landlord with maintenance needs. You, as the homeowner, have the option of completing the repairs yourself; hiring an outside contractor or contacting the VBCA Management Office to request our Maintenance Staff make the repairs. **The homeowner will be charged at the applicable rate.**

The only exception to this policy is for emergencies as listed below:

- Leaks, drips, or a steady flow of water that has been reported to your landlord, but has not been repaired within the (24) hours from the time you reported it.

If the Tenant should incur a debt to VBCA, **the debt becomes the responsibility of the Owner** and will be imposed to the Unit Owner's account.

NO RESIDENT IS PERMITTED TO HAVE MORE THAN (1) VEHICLE PER LICENSED DRIVER MAXIMUM (2) VEHICLES PER UNIT. RESIDENTS WILL BE EXPECTED TO PERMANENTLY REMOVE ANY EXTRA VEHICLES FROM THE COMMUNITY. THERE WILL BE NO EXCEPTIONS!

ALSO, REMEMBER ALL PET OWNERS ARE REQUIRED TO CLEAN UP AFTER THEIR PETS. IF THEY DO NOT, FINES WILL BE IMPOSED AND/OR PET PRIVILEGES WILL BE REVOKED.

By signing below I/we are stating that I/we reviewed the VBCA Rules and Regulations with the Tenant(s) and, in order to inform the Tenant(s) of what is expected of them as a resident of Villa Belmont, gave the Tenant's instructions on the proper use of the facilities, informed the Tenant(s) that their neighbor's rights to privacy and peace of mind are to be respected at all times, and stressed upon the Tenant(s) that living in a Condominium Community is very different from living in a Rental Apartment Community and that their responsibilities are the same as the Owners; they are obligated to adhere to the VBCA Rules and Regulations. In addition I /we acknowledge supplying my/our Tenant(s) with the following VBCA documents:

- Information Briefs on Pet/Vehicle/Moving in/out Policies
- Information Briefs on Patio/Dumpster/Laundry/Storage Policies
- Intercom/Fire Procedures
- Pet Registration
- VBCA Rules and Regulations

Owner's/Landlord Signature	Date	Owner's/Landlord Signature	Date
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By signing below I/we are stating that I/we reviewed the VBCA Rules and Regulations with the Owner's/Landlord and was informed of what is expected of me/us as a resident of Villa Belmont, the Owner's/Landlord gave me/us instructions on the proper use of the facilities, informed me/us that our neighbor's rights to privacy and peace of mind are to be respected at all times, and stressed upon me/us that living in a Condominium Community is very different from living in a Rental Apartment Community and that my/our responsibilities are the same as the Owners; I/we are obligated to adhere to the VBCA Rules and Regulations. In addition I /we acknowledge receiving the VBCA documents listed above.

I/We understand that it would be to my/our best interest to read these documents before signing a Lease.

Tenant's Signature	Date	Tenant's Signature	Date
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