

**LANDLORD / PROPERTY MANAGER RESPONSIBILITIES / TENANT INFORMATION**

Property Address: \_\_\_\_\_

Owners' emergency contact number: \_\_\_\_\_ or \_\_\_\_\_

Tenants' names: \_\_\_\_\_

# of people: \_\_\_\_\_ Tenant Phone #: \_\_\_\_\_

As a landlord, I understand it is my responsibility:

- To provide this information to the Association for each new tenant
- To review the CC&Rs and landlord rental rules of the Association
- To see that the property is maintained at all times eg: landscaping, roofing, exterior appearance
- To be aware all homes are single family residences. Multiple families, sub leasing, or separate room rentals are not allowed
- To pay the combined billing issued for the property (Depart. Public Safety, sewer, water [District] and Association). It is not the responsibility of the tenant and nonpayment will not be used by the landlord as a means of eviction
- To cause the awareness of my tenant that the Association has governing documents and rules and there are District policies, ordinances, and resolutions eg: water conservation or dog licensing, to abide by. Any violation committed by my tenant or invitee is my responsibility.

I, \_\_\_\_\_, (print owner's name) have reviewed and understand my responsibilities as listed above.

Owner's signature \_\_\_\_\_ Date: \_\_\_\_\_

OR as Property Manager, with \_\_\_\_\_ (firm name), I confirm that we have on file, the above, signed by the owner.

Phone # \_\_\_\_\_ Emergency phone # \_\_\_\_\_

Owner OR Property Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information has been included in the rental agreement:

- ┆ A copy of the CC&R's and the rules
- ┆ The tenant is subject to and shall comply with each and every provision of the Governing Documents
- ┆ All dogs must be licensed with the Lake Shastina Department of Public Safety within 30 days
- ┆ Garages are for the storage of vehicles and personal property and are not to be used as living quarters
- ┆ Multiple families, sub leasing, or separate room rentals are not allowed.
- ┆ Removal of garbage is to be on a weekly basis – preferably by one of the companies servicing the area. Trash cans are to be stored out of sight, except at collection time.

By signing below I state that the above information has been included in the rental agreement.

Owner OR Property Manager: \_\_\_\_\_ (print)

Signature \_\_\_\_\_ Date: \_\_\_\_\_