

**Property Management Company Acknowledgement Form
Wimbledon Terrace Townhomes Association**

You are signing a legally binding agreement with Wimbledon Terrace Townhomes Association as an addendum to your contract with the homeowner you are representing. These policies and forms are designed to protect our neighborhood's value and quality of life for homeowners, as well as provide peace of mind for homeowner safety and standards of living.

We are a neighborhood governed by bylaws, covenants, amendments and restrictions.

- It is your responsibility to have all legal documentation regarding those legally binding restrictions as a part of your file for any homeowner you represent.
- It is your responsibility to know and understand those bylaws, covenants, amendments and restrictions.
- It is your responsibility to enforce all covenants, bylaws, amendments and restrictions for the unit for which you manage.
- All occupants of the unit must be listed on the lease. Additional tenants will not be allowed.
- All leases must be in compliance with HOA covenants, bylaws, amendments and restrictions.
- At least two weeks prior to move in the board must be provided a copy of the tenant application and background checks to review. A \$100 fee must be included to cover the HOA's administrative costs. No tenant(s) shall move in prior to approval by the board. No tenant with a felony or sex offender record shall be approved for tenancy. Leases should not be signed until the applicant is approved by the Board.
- You will need to present any potential renter with the bylaws and covenants, read them together in the presence of the homeowner, and sign the Tenant/Occupant Acknowledgement Form regarding said rules and restrictions. This signed form must be returned to the HOA Board prior to move in, along with a copy of the signed lease and renter name(s) and phone information.
- A rental license and proof of insurance must be provided for the property annually or leases will be invalid.

We have an active board at Wimbledon Terrace Townhomes, which will be monitoring the unit for which you are responsible for any violations of the bylaws, covenants, and restrictions. All communication from Wimbledon Terrace Townhomes Association will be with the homeowner via e-mail or postal mail, so that it can be documented in writing. It is the homeowner's responsibility to contact you and mitigate any issues. There will be a deadline for action on any violations or concerns. Failure to correct timely may result in fines or other action by the board.

By signing below, you acknowledge you understand and will abide by these policies. This form must be updated annually, along with an updated rental license and proof of property insurance.

Name - Property Management Company Representative

Signature - Property Management Company Representative

Title - Property Management Company Representative

Date

