

**ARBOR TERRACE CONDOMINIUM ASSOCIATION
LONG BRANCH, NJ 07740**

Managing Agent
RMG, Regency Management Group, INC.
Professional Management
P.O. Box 588
Howell, NJ 07731
Ph: (732) 364-5900 x 220
Fax: (732) 905-8606
hfoley@regencymanagementgroup.biz

RENTAL NOTIFICATION - LEASE ADDENDUM

THIS FORM MUST BE FILED WITH THE ASSOCIATION A MINIMUM OF 5 DAYS IN ADVANCE OF A SCHEDULED LEASING OF YOUR HOME. **A PROCESSING FEE OF \$250 AND ESCROW OF \$750 MUST BE MADE PAYABLE TO ARBOR TERRACE CONDOMINIUM ASSOCIATION. THE \$750 WILL BE PLACED IN AN ESCROW ACCOUNT AND WILL BE RETURNED UPON THE COMPLETION OF THE LEASE PROVIDED THAT THE LEASE WAS NOT CANCELLED PRIOR TO THE END OR OUTSTANDING FINES ARE NOT IMPOSED. A \$50 PAYMENT IS TO BE MADE PAYABLE TO THE RMG Inc. WHICH INCLUDES ALL MATERIALS TO BE SENT TO TENANTS, DATA ENTRY, AND BACK OFFICE PROCESSING. PLEASE ISSUE MONIES DUE AS NOTED IN THE ATTACHED RENTAL RULES TO THE ASSOCIATION.**

RENTAL NOTIFICATION

In accordance with the Covenants, Conditions and Restrictions, and Master Deed and By-laws of this Association, notice must be given to the Association of any leases. **Leases may not be for a period less than one (1) year, and the owner remains responsible for assessments, violations, and compliance with Community guidelines for the unit.**

The Lease Addendum following this form **MUST** be completed, signed by the unit owner, the tenant, and an authorized representative of the Association and shall be made part of any lease involving a unit within the Community.

A copy of this notification form, the lease, and the addendum must be filed with the Association office.

Date: _____

I (we) are the legal owner(s) of record of the property located at _____ and are members in good standing of the **ARBOR TERRACE CONDOMINIUM ASSOCIATION** I (we) hereby notify the Association that a lease will be executed between ourselves and the parties listed below in accordance with the By-laws and Rules and Regulations of this Association.

Signature of Owner(s) Date

Name of Tenant: _____

Mailing Address of Owner: _____

Phone Number of Owner: (W) _____ (H) _____

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LEASE ADDENDUM

Address of Unit to be Leased: _____
Lease Starting Date: _____ Termination Date: _____
Current Owner's Name(s): _____
Mailing Address of Owner: _____
Phone: _____
Emergency Contact: _____
Tenant Name(s): _____
Address: _____
Phone: _____
Emergency Contact: _____

1. This Lease Addendum must be completed and signed by the owner of record, the tenant, and an authorized representative of the Association and shall be attached to and made part of any lease involving a home in the property of the Association. The original rider and a copy of the Certificate of Occupancy shall be filed with the Association at the Management Office prior to the tenant taking occupancy. The unit owner and tenant should also retain copies.

2. The tenant shall be responsible for following all of the rules, regulations and restrictions of the Association contained in the Master Deed, By-laws and documents of the Association. It is the unit owner's responsibility to inform the tenant of the policies and procedures of this community. (Copies of the Homeowner's Guide may be purchased through the Management Office).

3. The owner of record acknowledges that he/she/they will be responsible at all times for the Association assessments, fees and fines that may be levied against this unit. (Notwithstanding any previous agreement between owner and tenant allowing the owner to hold the tenant liable.)

Tenant Signature Date

Owner Signature Date

Tenant Signature Date

Owner Signature Date

Received and filed on: _____
(Date)

By: _____
(Association Representative)