

# CAMco

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## Putnam Village Condominium Association

### RE: New Tenant Rules and Regulations

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Dear Homeowner:

Please be advised as of January 1<sup>st</sup> the Board of Directors has implemented a new policy for homeowners who wish to rent their units. Lists of the new regulations are below for your review:

- **Lease Agreement:** A fully executed copy of the lease must be on file with the management company thirty (30) days prior to the commencement of the lease.
- **Leasing Policy:** A signed copy of the leasing policy is required.
- **Tenant Contact Information:** Management requires the contact information for the tenant residing in the home. This includes phone numbers and email addresses.
- **Administrative Leasing Fee: Beginning April 1<sup>st</sup>, 2014 a \$40.00 mandated leasing fee will be charged for each new lease.** If your lease renews for an additional term, no further charges will be incurred. The leasing fee is due and payable at the commencement of the lease.
- **Rules and Regulations:** Upon receipt of the fully executed lease, a copy of the rules and regulations will be distributed to the tenants with an acknowledgement form. Both tenant and homeowner are required to sign the form, which is proof the rules and regulations have been reviewed. In addition to the rules and regulations, a copy of the procedures for trash disposal and snow removal will be included.

If you wish to rent out your unit, please contact the management office for the required documents.

Sincerely,

Putnam Village Condominium Association

*Board of Directors*