



## **RENTAL POLICY**

Per SaddleBrooke HOA2 Rules and Regulations, Article II, Section 2.03, this policy applies to homeowners renting their property.

- A) All financial obligations to SBHOA2 must be settled by the homeowner before Renter Cards can be issued. There must be no outstanding Rules and regulation violations or ALC violations on the property.
- B) Homeowners must surrender their Membership Card and relinquish their right to use SaddleBrooke facilities while renters occupy their property.
- C) Renters cannot use homeowner's Membership Cards and must be issued Renter Cards before using the facilities.
- D) If homeowners are out of town and plan to rent their property, they must send a completed copy of this form and their Membership Cards to the address shown below. This form should be completed at least five days before the rental begins to ensure rental cards are available at the beginning of the rental.
- E) Renter Cards are issued by the SBHOA2 receptionist upon receipt of this properly executed form.
- F) SBHOA2 age restrictions and Rules and Regulations must be complied with. Members/Owners are responsible for making their renters aware of the Rules. The Rules can be found on the SBHOA2 website at the following link:

[Rules and Regulations](#)

## **PLEASE PRINT**

\_\_\_\_\_  
Homeowner(s)' Name Today's Date

\_\_\_\_\_  
Unit # Lot # SaddleBrooke Address of Rental Property

\_\_\_\_\_  
Renters Name Date of Birth \_\_\_\_\_ (Required)  
(Copy of Drivers License or Passport required)

\_\_\_\_\_  
Renters Name Date of Birth \_\_\_\_\_ (Required)  
(Copy of Drivers License or Passport required)

Rental Dates: \_\_\_\_\_  
From To Homeowner(s)' Authorization Signature

For emergency purposes, homeowners may be reached at: Phone \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
SBHOA2 Representative Property Management Representative Phone

### **FOR OFFICE USE ONLY**

Homeowner Cards on File: \_\_\_\_\_ (No. of Cards)

Renter Card(s) Issued: \_\_\_\_\_

Rental Setup Charge: \$5.00 per Renter

Member Card(s) Disabled:

**Dual Property:** \_\_\_\_\_ Yes No

POA: \_\_\_\_\_

Entered in Renters Log/Date: \_\_\_\_\_

Lease Agreement on File: \_\_\_\_\_

Account Current: \_\_\_\_\_

No ALC Violations: \_\_\_\_\_

Constant Contact: \_\_\_\_\_