



Timber Glen Rental Requirements

Timber Glen Condominium Association has Rules and Regulations regarding owners who rent their units.

Below is a check list of the requirements that must be fulfilled before the tenant can move in:

1. Completed and signed Drug Free Housing Addendum
2. Completed and signed Lease Rider
3. A copy of the Tenant Census Form
4. A copy of the Owner's Homeowner's Insurance Declaration Page
5. A copy of the Tenant's Rental Insurance Declaration Page
6. A copy of the current lease, this must be resubmitted yearly when the lease renews
7. A copy of the Certificate of Occupancy from Hamilton Township
8. A copy of the Rabies Certificate for every pet they are bringing into the community, pet must also be listed on the census form

If the tenants are bringing a pet into the community, they must register the pet with the office and provide a copy of the current license and rabies certificate.

The Rental Fees are as follows, \$ 100 for the new lease and \$25 per year for the renewals. This fee will be billed to your account on a yearly basis.

A copy of the Lease Rider is online at Dilucia.com on the Timber Glen page where you can download it. You need to provide your tenants copies of the Rules and Regulations and the trash collection schedule. These can be found online as well. If you do not have access to a computer, a package can be picked up at the Timber Glen office during our normal business hours.

Feel free to contact the office if you need further assistance or have any questions regarding the rental requirements.