



DILUCIA

MANAGEMENT CORPORATION

Timber Glen Leased Units Checklist

Address: _____

Owner: _____

Tenant: _____

- Copy of a completed Tenant Census Form.
 - Signed Crime and Drug Free Housing Addendum.
 - Copy of the Application for a Residential Landlord Registration Statement.
 - Copy of the Rental Occupancy/ Smoke Detector Compliance Certificate.
 - Copy of the fully executed lease. Renewals must be submitted upon execution.
 - Current lease expiration on file: _____
 - Completed Lease Rider.
 - A copy of the Owner's Homeowner's Insurance Declaration page.
 - A copy of the Tenant's Rental Insurance Declaration Page.
 - A copy of the Rabies Certificate for every pet they are bringing into the community. Pet(s) must be listed on the census form.
 - No pet listed
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- The Rental Fee for a new lease is \$100 and billed upon the tenant's initial move in. The Rental Fee for renewals is \$25 billed upon each lease renewal.
 - Owners are responsible for their tenants and will be held liable for violations of the governing documents of Timber Glen Condo Association.
 - Owners are responsible for providing the tenants with a copy of the Rules and Regulations, a copy of the Master Deed and all bylaws. These documents, as well as the required documents above, can be found at dilucia.com/tg.

All documents must be submitted to the Community Manager prior to the tenant moving in. Failure to adhere will result in violation fees as outlined in the governing documents.

Signature

I AGREE TO THE TERMS AND CONDITIONS OF THE TIMBER GLEN MASTER DEED, AMMENDMENTS, RESOLUTIONS, THE BYLAWS AND RULES AND REGULATIONS.

Office use only:

- Owner Census
- New lease, billed: _____
- Renewal, last billed: _____