

MAPLE RIDGE HOMEOWNERS ASSOCIATION SELLING OR RENTING OF UNIT POLICY

Policy Purpose: The purpose of this policy is to outline the steps to be followed when selling or renting units in Maple Ridge.

In a sale of your unit, the following procedure is requested to be followed:

1. Written notification is requested to be sent to Lambeth Management when a unit is for sale.
2. If you are no longer residing in the unit, an alternate address and phone number should be provided to Lambeth Management by completing the **Owner Contact Information** form.
3. Any signs displayed on the grounds of your unit must be in the Designated Area directly in front of your unit, not in the grassy area.
4. After your unit is sold, it is requested that Lambeth Management be sent notification for the name transfer on the account.

Please use the **Transfer of Ownership/Request for Information for Closing** form found under the “**Contact Us**” section of the Lambeth Management webpage – www.lambethmanagement.com. **Note:** The set up and transfer fee of \$75 should be collected at closing. All monies collected, along with a copy of the deed, should be sent to Lambeth Management.

When renting your unit, the following policy must be followed:

1. Owners intending to rent their unit must complete the **Owner Contact Information** form and provide Lambeth Management with an alternate address, phone number and e-mail address.
2. A completed **Tenant Information** form must be sent to Lambeth Management, along with a copy of the lease agreement with the tenant.
3. The terms of the lease must comply with all Association official documents, i.e., Articles of Incorporation and Declarations of Covenants, Conditions and Restrictions and By-Laws. The lease must state that tenants will comply with all Association governing documents.
4. The Owner is responsible for providing the tenant with copies of the New Resident Packet including copies of the Governing Documents.
5. The Owner will be responsible for the failure of their tenants to comply with all policies and procedures of the Association. A fine of twenty-five dollars (\$25) may be imposed on the Owner for any violation or non-compliance.
6. The Board reserves the right to request eviction of tenants who habitually create problems or become a nuisance for other homeowners.

The **Owner Contact Information** form can be found on the Lambeth Management website -- www.lambethmanagement.com under the “**Contact Us**” tab. Please use the **Tenant Information** form found on the Lambeth Management website under Maple Ridge.