

The Charles House Tenant/Rental Guidelines

Each Tenant that is renting a unit at The Charles House should familiarize themselves with the rules and regulations provided by the Unit Owner outlined in the official Charles House Handbook. The Unit Owner holds full responsibility for whomever is staying in his/her unit, therefore, it is up to said Unit Owner to provide their Tenant with the most current edition of the Charles House Handbook. Any violation of the rules set forth in the Charles House Handbook by a Tenant will result in a fine to the Unit Owner. Payment for said fines will be handled internally between Unit Owner and Tenant.

By signing the line below, Owner and Tenant/Resident acknowledge receipt of the most current copy of The Charles House Handbook.

Initial: _____ (Owner) _____ (Tenant) Date: _____

1. **MOVE IN/MOVE OUT:**

- a. The owner must submit a request to the Board to rent their unit.
- b. A Tenant will not be allowed to move in until a Right of First Refusal document is executed, and a copy of the lease is on file in the Office.
- c. All moves must adhere to The Charles House Moving Policy. (Please see The Charles House Moving Policy). Failure to do so will result in the loss of a \$500 moving deposit plus any additional fees resulting from not following these guidelines.

2. **OWNER/TENANT RESPONSIBILITIES:**

- a. All owners leasing their units are responsible for any expense incurred by the Association due to damage, theft, negligence, or vandalism to any common area and/or common property due to their Tenants and Tenants' guests.

3. **LENGTH OF RENTAL:**

- a. Any lease shall not be for a term less than one year nor greater than two years.
- b. Short-term rentals are not allowed at The Charles House.

4. **PROHIBITED ACTIVITIES:**

- a. Any lessor or lessee may not lease any portion of their unit to another party.
- b. The unit may not be subleased at any time.
- c. No unit shall be used for the purposes of a hotel, bed and breakfast, or any other commercial establishment.

5. **MAINTENANCE:**

- a. In the event that maintenance or repairs become necessary within the interior of a leased unit, please contact both the Building Manager and Unit Owner.
- b. The Unit Owner is ultimately responsible for any upkeep of plumbing, air conditioning or electrical work within the confines of his/her own unit, as well as any interior work. A plan must be in place to keep up with monthly maintenance on the A/C condensate line.
- c. The Association will hold no responsibility for any maintenance or repairs due to negligence or improper care from a lessee.

6. **MAIL:**

- a. Unit Owners should provide tenants with mailbox keys.
- b. Unit Owners should arrange personal mail collection with their tenants.
- c. The Building Manager's office will not become a Unit Owner's or Tenant's personal mailroom.

7. **INSPECTION AND ENTRY INTO UNIT:**

- a. The Building Manager will make routine inspections for pest control and to change the A/C filters. Tenants will be notified in advance.

8. **PETS:**

- a. If the tenant has a pet, they must adhere to The Charles House Pet Policy for more details. Initial here _____.