



SUMMERWOOD COMMUNITY HOA

Leasing Agreement Policy

Policy #2024-20607-003

Summary History

Version	Date	Amendment	Author
1.0	12/1/2024	Initial	HOA President

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Summerwood Community HOA Leasing and Room Rental Policy

Effective Date: 12/31/2024

Purpose

To ensure all leased properties within the Summerwood Community comply with the HOA's rules, maintain community standards, and preserve the quality of life for all residents.

Policy Requirements

Lease Agreement Submission

- Property owners intending to lease their homes must submit a copy of the proposed lease agreement to the HOA for review and approval at least **30 days** prior to tenant move-in.
- **Leases or rentals initiated before HOA review and approval will result in fines for the property owner.**
- All lease agreements must include a clause requiring tenants to follow **all HOA community policies**, which are located on the Summerwood Community HOA website:
<https://www.summerwoodcommunity.org/documents/policies>

HOA Declaration Addendum

- An **HOA Lease Addendum** must be attached to all lease agreements. This addendum explicitly outlines the tenant's obligation to adhere to the HOA's governing documents, rules, regulations, and **all HOA community policies** found on the HOA website.

Mandatory Clauses in Lease Agreements

All lease agreements must include the following clauses:

1. Tenants shall comply with **all HOA community policies** as outlined on the Summerwood Community HOA website:
<https://www.summerwoodcommunity.org/documents/policies>
.
2. Non-compliance with HOA rules or policies by the tenant may result in penalties to the property owner, including but not limited to fines, legal action, or suspension of community privileges.
3. The property owner remains ultimately responsible for any violations committed by their tenants.

Tenant Information Form

Property owners must provide the HOA with a completed **Tenant Information Form** that includes:

- Tenant's full name(s).
- Tenant's contact information (phone and email).
- Lease term start and end dates.
- Emergency contact information for both the tenant and property owner.
- Car Information (if applicable)

Review and Approval

- The HOA Board or its designated committee will review the lease agreement and addendum for compliance within **10 business days** of submission.
- Approval or requests for modifications will be provided in writing.
- **Property owners who allow tenants to move in before receiving written approval from the HOA will incur fines.**

Renewals and Modifications

- Lease renewals or amendments must also be submitted for review and approval at least **30 days** prior to the renewal or amendment taking effect.

Enforcement

Non-compliance with this policy will result in penalties, including but not limited to:

- Fines per violation.
- Legal action to enforce compliance.
- Suspension of HOA privileges for the property owner and/or tenant.

Room Rentals

Under Review and will be addressed on a case by case basis.

HOA Lease Addendum Template

HOA Lease Addendum

This Lease Addendum is incorporated into the lease agreement dated [Lease Start Date] between [Owner's Name] (Owner/Lessor) and [Tenant's Name] (Tenant/Lessee) for the property located at [Property Address].

Tenant Compliance

Tenant agrees to abide by all rules, regulations, and **HOA community policies**, as outlined on the HOA website:
<https://www.summerwoodcommunity.org/documents/policies>.

Responsibility for Violations

Tenant understands that any violations of HOA rules or policies will be communicated to the property owner, who will take corrective action to address the issue.

Acknowledgment

Tenant acknowledges receipt of the HOA Declaration, Bylaws, Community Rules, and **HOA community policies** and agrees to comply fully.

Signatures:

- **Property Owner:** _____ **Date:** _____
- **Tenant:** _____ **Date:** _____

Contact Information

For questions or submissions, contact:

support@summerwoodcommunity.org

This policy is effective as of 12/31/2024 and applies to all new leases and lease renewals thereafter.

Summerwood Community HOA

Summerwood HOA President

12/31/2024