

THE TOWNES IN THE VILLAGE AT SPRINGBROOK FARMS

POLICY FOR LEASING OF UNITS

REVISED DECEMBER 1, 2020

A unit owner may lease his or her unit for a period of not less than six (6) months. The unit may not be subdivided for the purposes of leasing, nor may a unit be leased to more than one individual or family group.

In accordance with the Homeowners Association (HOA) Board of Directors and Bylaws of The Townes in the Village at Springbrook Farms, a unit owner is required to file a written copy of a Lease Agreement with Penn Equity's Property Manager within thirty (30) days of leasing the unit.

The Association has clarified the term "leased" to refer to any unit that is not physically occupied by the owner of record regardless of whether funds are exchanged between the unit owner and the occupant. It is necessary for the efficient management of the Association to have a Lease Agreement for a non-owner occupant to assure that the unit owner and the occupant have acknowledged and agreed they will comply with the provisions set forth in the Association's Bylaws and Rules and Regulations documents.

The Lease Agreement must contain at a minimum the following information:

1. Name, address, email, and contact phone numbers of the unit owner;
2. Name, address, email, and contact phone numbers of the occupant;
3. Start date and end date of the Lease Agreement;
4. Provision that the unit owner and the occupant will comply with all of the Association's Bylaws and Rules and Regulations (copies attached;)
5. Provisions that the occupant will:
 - maintain the unit in a clean condition, use all appliances, fixtures, and equipment in a safe manner and only for the purposes for which they are intended; and
 - not litter, destroy, deface, damage, or remove any part of the unit, common areas, or limited common areas.
6. Provision that the occupant will not assign, sublet the unit, or provide accommodation to roomers, lodgers, or any other persons;
7. Provision that the Association assumes no liability for damage or loss of the contents of the leased unit; and
8. Signature and date of both parties to the Lease Agreement.

The general and special provisions of the Lease Agreement must conform to the applicable laws of the Commonwealth of Pennsylvania. Should a conflict between any provision of the Lease Agreement and Pennsylvania legislation arise, the legislation will prevail, and such provisions of the Lease Agreement will be amended or deleted as necessary to comply with the legislation.

A filing and administration fee of \$250 is required to be submitted with the Lease Agreement and for any subsequent Lease Agreement with a new occupant. The Board will impose a fine of \$200 for failing to submit an acceptable Lease Agreement within thirty (30) days of leasing the unit. The Board will also impose a fine of \$200 per month for every month after occupancy for failing to submit an acceptable Lease Agreement. A one-time pet fee of \$200 per new occupant must also be submitted within thirty (30) days of leasing the unit. All fees and fines are subject to change by the HOA Board of Directors.

All payments should be sent to Springbrook Farms at PO Box 228, Palmyra, PA 17078.

This Policy is in effect since all unit owners have been notified of the changes.

Signature of Unit Owner:

Print Name: _____ **Date:** _____

Unit Street & Number to be Leased:

Home Address: _____

Email: _____ **Contact Phone:** _____

I have provided all documents to the Occupant as specified in this Leasing Policy.

Signature of Occupant: _____

Print Name: _____ **Date:** _____

Unit Street & Number: _____

Email: _____ **Contact Phone:** _____

I have received all documents from the Unit Owner as specified in this Leasing Policy.

As specified in the Rules and Regulations Documents, Non-Owner Occupants may only keep two (2) non-commercial vehicles in the development:

Vehicle #1: Make _____ **License #** _____ **Color** _____

Vehicle #2: Make _____ **License #** _____ **Color** _____