

Sugarloaf Condominium Association

Snowberry Circle and Gray Lock Lane, South Deerfield, MA 01373
c/o Kendrick Property Management /PO Box 3220 Amherst, MA 01004 / P: 413-253-0285 / F: 413-253-2383
kpm@kendrickmanagement.com

RESIDENTIAL UNIT RENTAL PACKAGE

This package outlines the Unit Rental process. Please use this checklist if you are interested in renting your unit.

1. Any owner wishing to rent must first confirm, with the Association's managing agent, that the available percentage maximum has not been satisfied. No more than 10% (7 units) within the Condominium shall be allowed to be utilized as rentals. Unit Owner must notify the Association's managing agent (Kendrick Property Management) **prior to advertising, listing, or executing a lease** and upon the termination. Email KPM@kendrickmanagement.com.
2. Units may not be leased for less than one (1) year intervals.
3. One or more occupants are to be fifty- five (55) years of age or over to meet the Age Eligibility.
4. No subletting is allowed. This must be stated in any lease agreement signed with residential tenants.
5. No owner may rent out a unit unless all Unit Owner accounts are paid in full.
6. All tenants must acknowledge receipt of a copy of the Rules and Regulations and Governing Documents.
7. Failure of any tenant or owner to follow the Rules and Regulations may result in fines against the Unit Owner.

The following forms and documents are part of this Rental Package:

1. Board Acknowledgment of Rental Unit
2. Affidavit of Age Eligibility
3. Rules & Regulations, Governing Documents, Tenant Acknowledgement Form
4. Unit Owner and Tenant Fact Sheet
5. Copy of the signed lease reflecting the start and ending dates
6. Assent of Property Manager for Unit Rental Form

NOTE: all forms must be completed and submitted to KPM **PRIOR** to the start of the lease for the unit.

Sugarloaf Condominium Association documents can be downloaded from the Managing Agent's website:
www.kendrickmanagement.com

Not Required, but Recommended by KPM:

- A basic tenant background check for rental and sex offender history.
- Requiring renter's insurance in case damage occurs to the unit that exceeds the security deposit

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Board Acknowledgement of Rental Unit

Owner _____

Address _____

The Board acknowledges the Rental Unit in question will remain within the allowable percentage of units used as rentals until such time as:

- The Unit Owner declares in writing they no longer intend to rent the unit.
- The Board presents evidence to deny the Unit Owner the right to rent due to extreme or persistent violations of the Master Deed, Section J; use of Units #10. Also, the By-Laws, Article VI; Section 9 Restriction on use of Units, 9(a) through 9(e).
- Ownership of the unit transfers to a new party.

Board Authorization Signatures:

Signature _____ Name _____ Date _____

Signature _____ Name _____ Date _____

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AFFIDAVIT OF AGE ELIGIBILITY

Date: _____

Tenants of _____ South Deerfield, MA 01373

Unit Owner(s) _____

I,(we) _____ (tenant(s) name:

1. Tenant(s) confirmation to be of or over the age of fifty-five (55).
2. This affidavit is knowingly given to attest to the eligibility of the Sugarloaf Condo Association leasing requirements as verified through satisfactory evidence of identification, which was a _____, to be the person(s) named on the executed lease.

Tenant #1 Date: _____

Tenant #2 Date: _____

Acknowledged by Owner _____

Date _____

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RULES AND REGULATIONS/GOVERNING DOCUMENTS

TENANT ACKNOWLEDGEMENT FORM

NAME (S): _____

ADDRESS: _____

PHONE: home: _____ cell: _____

I (we) hereby acknowledge that I (we) have received and read a copy of the Rules & Regulations and Governing Documents and By-Laws; and agree to abide by all terms thereof.

Signature

Date

Signature

Date

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Please fill out and return to Kendrick Property Management

UNIT OWNER AND TENANT INFORMATION FACT SHEET

Owner's Name(s) _____

Owner's Mailing Address _____

Owner's Home Address (if different) _____

Owner's Home Phone _____ Work # _____ Mobile # _____

Owner's Email Address _____

Owner's Emergency Contact Person and Telephone Number _____

TENANT INFORMATION FACT SHEET

Tenant's Name(s) _____

Tenant's Mailing Address _____

Tenant's Home Phone _____ Work # _____ Mobile # _____

Tenant's Email Address _____

PET INFORMATION (1 dog and/or 2 indoor cats)

Cat _____ Color _____

Dog* _____ Color _____ Town Reg. # _____

***For all dogs: provide a copy of license and rabies certificate along with this form**

VEHICLE INFORMATION [for tenants]

1. Vehicle Model _____ Make _____ Year _____

Color _____ Plate # _____ State _____

2. Vehicle Model _____ Make _____ Year _____

Color _____ Plate # _____ State _____

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ASSENT OF PROPERTY MANAGER FOR UNIT RENTAL

The undersigned Unit Owner(s) requests sign off on the Rental Package.

The undersigned, being a duly authorized Property Manager for the Sugarloaf Condominium Association which was created by a Declaration of Trust and By-Laws dated November 21, 2018 and recorded in the Franklin County Registry of Deeds, hereby approves the following person (s):

Tenant #1

Tenant #2

to occupy Street/Unit # _____

owned by _____.

Lease Dates (Start/End) : _____ Include copy of completed lease with submission.

This consent is conditioned upon the aforesaid tenants faithfully observing all of the restrictions, conditions and terms of the Rules and Regulations of the Sugarloaf Condominium Association and the Condominium documents as herein defined, in default of which this consent may be revoked by the undersigned Property Manager.

By:

Property Manager

Date

Unit Owner(s) hereby acknowledges that they have made the above-named tenants aware of the provisions of the Sugarloaf Condominium Association Master Deed and Declaration and By-Laws and have explained the Rules and Regulations of the Condominium Association. Failure of your tenants to abide by these Rules and Regulations or with any of the provisions of the Condominium documents will result in you, as the Unit Owner, being held responsible for any and all infractions.

Unit Owner's Signature

Date

Unit Owner's Signature

Date