



HOMES AT SWAN POND CONDOMINIUM

508-660-9913

178 Clear Pond Drive Walpole, MA 02081

LANDLORD INFORMATION

This packet and the UNIT RENTAL INFORMATION FORM contain documents, guidelines, and requirements necessary to support Homes at Swan Pond (HASP) Management. You will need to understand these requirements to effectively perform your role as landlord and avoid unnecessary problems and possible fees and fines.

Please screen your tenants carefully: They will be held to the same standards as resident unit owners. Your tenants should be given a copy of the Rules and Regulations.

Below are a few requirements that are specific to the Unit Owner acting as Landlord. Failure to meet these requirements can result in fines.

- 1) **A signed, approved copy of this Unit Rental Information Form** must be on file in the Management office.
- 2) **A signed copy of the current lease**, or a copy of a self-extending lease, must be on file in the Management office. Failure to have this documentation to Management within seven (7) days after signing of the lease, or prior to move-in, whichever comes first, can result in daily fines. Remember, the **minimum term** for any lease is **one year**.
- 3) **Only individuals named on the current lease are allowed to occupy the unit.** Only two unrelated adults are allowed to occupy a two bedroom unit; only three unrelated adults are allowed to occupy a three bedroom unit; only four unrelated adults are allowed to occupy a four bedroom unit; and only five unrelated adults are allowed to occupy a five bedroom unit.
- 4) **Tenant violations** that result in fines go against the unit and **are the responsibility of the homeowner (unit owner)**.

UNIT RENTAL INFORMATION FORM

OWNERS INFORMATION

Unit owner's name _____

Street address of unit _____

Unit owners mailing address _____

City/State/Zip Code _____

RESIDENT INFORMATION

Unit Street address _____ Unit phone _____

Occupant #1 _____ Bus./cell # _____

Occupant #2 _____ Bus./cell# _____

Occupant #3 _____ Bus/cell# _____

Occupant #4 _____ Bus/cell# _____

Occupant #5 _____ Bus/cell# _____

Minor children of occupants do not have to be listed.

Tenant #1 signature _____ Date _____

Tenant #2 Signature _____ Date _____

Tenant #3 Signature _____ Date _____

Tenant #4 Signature _____ Date _____

Tenant #5 Signature _____ Date _____

Owner/Landlord Signature _____ Date _____

Reviewed and approved by the Board of Trustees

Signature _____ Date _____