

# LANDLORDS/TENANTS

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## Important Information for Waterford Place HOA Landlords

If you are an owner who leases your unit, we'd like to make the leasing experience successful and positive for everyone by informing you of your responsibilities. This will help preserve your property value specifically and maintain the association's property value in general.

Your tenants may not be familiar with common-ownership community living. Please take a few minutes to explain to them that living in a community association is very different from living in a rental apartment community. Specifically, your tenants, like all residents, are subject to the rules and regulations of the Waterford Place Homeowners Association (HOA), and it's up to you to educate them and see that they comply. The Association will assist you in this area, but the responsibility lies with you. We recommend that you provide your tenants with written copies of all policies and rules and advise them on properly using the association's Common Areas. You can obtain copies of these and other useful documents on the Waterford Place HOA website at the following URL: <https://www.waterfordplacehoa.org> or from the property manager.

We strongly recommend that you have a written lease agreement with your tenant. As a lessor (landlord) of a home in the Waterford Place HOA community, the lease you use must require tenants to comply with the Waterford Place HOA's governing documents. If your tenant fails to comply with these documents, including the CC&Rs, By-Laws, or other rules and regulations, a Waterford Place HOA representative (our property manager) will first contact your tenants to remedy the problem. The Waterford Place HOA representative (our property manager) will send you a copy of any notice sent to your tenant.

If the tenant does not correct the violation, the Waterford Place HOA will contact you and expect you to remedy the violation using the recourse available to you through your lease agreement. If you are unable to correct the violation, the Waterford Place HOA may pursue appropriate legal action against the tenant and possibly against you.

The Waterford Place HOA asks that you provide the property manager with the names and contact information of your tenants. The property manager will add your tenants to the Waterford Place HOA mailing list, and your tenants will receive the newsletter, invitations to participate on committees, notices of social activities, and general association-related information. **This information will also be used for notifications in case of an emergency.**

Follow these simple steps and you, the tenants, and the Waterford Place HOA will all have a positive community association living experience:

- Provide your tenants with copies of association rules.
- Educate tenants about the need to follow association rules and see that they comply.
- Advise tenants on the proper use of association Common Areas.
- Use a written lease agreement.
- Make sure your lease requires tenants to comply with all association governing documents.
- Provide the association with contact information for your tenants.

**Renters/Tenants:** If you don't have a copy of the association rules or you'd like more information about the Waterford Place Homeowners Association, visit the Waterford Place HOA website at the following URL: <https://www.waterfordplacehoa.org/p/WPHOA-Governing-Documents>. You may also sign up for a free site member account on the website so that you can receive community information updates and alerts that may be of interest to you. If you have any questions, please contact a board member or the property manager.