



**RENTAL POLICY**

In accordance with SaddleBrooke HOA #2 Rules and Regulations, Article II, Section 2.03, this policy applies to homeowners who rent their property.

- A) All financial obligations to HOA #2 must be settled by homeowner before Renter Cards can be issued. There must be no outstanding ALC violations on the property.
- B) Homeowners must surrender their Membership Card and relinquish their right to use SaddleBrooke facilities while renters occupy their property.
- C) Renters cannot use homeowner's Membership Cards and must be issued Renter Cards before using the facilities.
- D) If homeowners are out of town and plan to rent their property, they must send a completed copy of this form together with their Membership cards to the address shown below. This form should be completed at least five days before the rental begins to ensure rental cards are available at the beginning of the rental.
- E) Renter Cards are issued by the SaddleBrooke HOA #2 receptionist upon receipt of this properly executed form.
- F) HOA #2 age restrictions and Rules and Regulations must be complied with. Members/owners are responsible for making their renters aware of the Rules. The Rules can be found on the HOA 2 website, [www.sbhoa2.org/HOA #2/Documents](http://www.sbhoa2.org/HOA #2/Documents).

**PLEASE PRINT**

\_\_\_\_\_  
Homeowner(s)' Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
SaddleBrooke Address of Rental Property

\_\_\_\_\_  
Renters Name

\_\_\_\_\_  
Date of Birth (Required)  
(Copy of Drivers License or Passport required)

\_\_\_\_\_  
Renters Name

\_\_\_\_\_  
Date of Birth (Required)  
(Copy of Drivers License or Passport required)

Rental Dates: \_\_\_\_\_  
From To

\_\_\_\_\_  
Homeowner(s)' Authorization Signature

For emergency purposes, homeowners may be reached at: Phone \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
SaddleBrooke HOA 2 Representative

\_\_\_\_\_  
Property Management Representative

\_\_\_\_\_  
Phone

**FOR OFFICE USE ONLY**

**Homeowner Cards on File:** \_\_\_\_\_ (No. of Cards)

**Entered in Renters Log/Date:** \_\_\_\_\_

**Renter Card(s) Issued:** \_\_\_\_\_

**Lease Agreement on File:** \_\_\_\_\_

**Rental Setup Charge: \$5.00 per Renter**

**Account Current:**

**Member Card(s) Disabled:**

**No ALC Violations:**

**Dual Property:** \_\_\_\_\_ Yes No