

## **Rental Use Form Directions**

Owners shall complete the Rental Use Form and submit it along with all required documents and fees to The Enclave at Oak Hill Property Management. Short-term (180 days) and long-term (>180 days) renters follow the same check-in process. All renters shall comply with the Rules and Regulations of The Enclave at Oak Hill. It is the unit owner's responsibility to inform their renters of these Rules and Regulations. The Unit Owner understands that any fines or damage caused by renters will be assessed directly to the unit owner without warning or notification as it is the owner's obligation and responsibility to monitor their renters.

### **1. Renters**

a) Short-term and long-term rentals.

b) Owners complete and submit Rental Use Form to The Enclave at Oak Hill Property Management via email or USPS a minimum of 14 days prior to guest arrival.

c) Required:

i) Completed Rental Use Form with all names and information

ii) Copy of rental contract

iii) \$50 for background check - each adult on the Rental Use Form payable to Enclave at Oak Hill.

iv) \$750 - Rental Impact Fee/to be paid before move-in and annually

The Rental Impact Fee will be \$750 to be paid before move-in and \$50 background fee for all persons 18 or older. An additional \$750 Rental Impact Fee to be paid annually, from the date of move-in for same renters.

v) \$250 - Non-Owner-Occupied Move-in Administration Fee paid before move-in and annually

The Non-Owner-Occupied Move-In Administrative Fee will be \$250 to be paid before move-in and \$50 background fee for all persons 18 or older. An additional \$250 Non-Owner-Occupied Fee to be paid annually, from the date of move-in for same occupants.

d) Required documents at Check In:

i) Current state-issued photo ID for all adults (16 yrs. or older)

ii) Vehicle information

e) All adults renting or leasing at The Enclave at Oak Hill must agree to and pass a background check for the safety and security of residents. See Background Check Policy for complete information and procedures.

2. Incomplete Use Forms will not be considered or approved.

### **3. Check-in Process**

a) Property Management will contact the Adult #1 and arrange a convenient time to check-in between 9:00AM and 5:00PM unless prior arrangements have been made with Property Management.

b) Required documents will be checked and recorded (ID's for all adults)

c) Property Management will welcome your guest, review guest information, review Rules and Regulations and provide parking permit(s).

4. Renters and guests are not allowed pets of any kind per The Enclave at Oak Hill Rules and Regulations.

## INFORMATION NEEDED FOR BACKGROUND CHECK

Full name \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_

Make of vehicle: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

License plate number: \_\_\_\_\_ State: \_\_\_\_\_

Home address: \_\_\_\_\_

City/State: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

## Rental Use Form

<b>Use Type :</b>	<b>Short-term Rental 180 days)</b>		<b>Long-term Rental (&gt; 180 days)</b>	
<b>Check In:</b>	<b>Date In:</b> ____ - ____ - ____ @	<b>Time:</b> ____ : ____ AM PM	<b>Date Out:</b> ____ - ____ - ____	

**(All information is required – incomplete forms will not be processed or approved)**

<b>Primary Contact Adult 1</b>				
First Name:			Last Name:	
Street:			City:	State: Zip:
Cell #:		Email:		
Employer:			City:	State: Zip:
Office Use Only:	ID Copied: Y N	Rental Contract Provided: Y N	Renter Background: Y N	
<b>Adult 2</b>				
First Name:			Last Name:	
Street:			City:	State: Zip:
Cell #:		Email:		
Employer:			City:	State: Zip:
Office Use Only:	ID Copied: Y N	Rental Contract Provided: Y N	Renter Background: Y N	
<b>Adult 3</b>				
First Name:			Last Name:	
Street:			City:	State: Zip:
Cell #:		Email:		
Employer:			City:	State: Zip:
Office Use Only:	ID Copied: Y N	Rental Contract Provided: Y N	Renter Background: Y N	
<b>Adult 4</b>				
First Name:			Last Name:	
Street:			City:	State: Zip:
Cell #:		Email:		
Employer:			City:	State: Zip:
Office Use Only:	ID Copied: Y N	Rental Contract Provided: Y N	Renter Background: Y N	

**Children: (All must be listed)**

- |          |                     |      |
|----------|---------------------|------|
| 1. Name: | Gender: Male Female | Age: |
| 2. Name: | Gender: Male Female | Age: |
| 3. Name: | Gender: Male Female | Age: |
| 4. Name: | Gender: Male Female | Age: |

<b>Unit Owner Name:</b>		<b>Unit #:</b>
<b>Unit Owner Email:</b>		<b>Cell # (    )    -</b>
<b>Owner Signature:</b>		<b>Date:</b> /    /

# Rental Check In Procedure

Primary Guest Name: _____	Unit # _____
Arranged Check-in Date: ____/____/____ Time: ____:____ AM PM	Place: _____

## Process

Completed	Item
	Verify number of adults and children checking in: # Adults: _____ # Children: _____
	Verify and copy all adult's ID cards (4 maximum)
	Verify vehicles being registered and issue Parking Permit(s) Permits Qty = _____
	Review Enclave Rules & Regulations and answer any related questions.
	Review parking lot speeds.
	Review pool/clubhouse age, no tobacco and glass restrictions.
	Review occupancy levels allowed.
	Review noise levels and quiet times.

## Rules and Regulations Acknowledgement and Agreement:

- I have read, fully understand and agree to follow all The Enclave at Oak Hill Rules and Regulations.
- The Property Manager emphasized the parking lot speed limit, noise restrictions, age requirements in pool / hot tub / Clubhouse, glass restrictions in pool area, no tobacco/smoking rules and occupancy levels allowed.
- I understand fines and potential removal are possible for noncompliance to the Rules and Regulations.

## All Adult Signatures:

Adult 1: _____	Date ____ - ____ - ____
Adult 2: _____	Date ____ - ____ - ____
Adult 3: _____	Date ____ - ____ - ____
Adult 4: _____	Date ____ - ____ - ____

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

## Vehicle Registration Form

### Required Information

- Each unit may register up to 4 vehicles; owner to provide Guest Parking Permits
- If you are a resident long-term renter, please provide a copy of your rental contract listing each resident

**Vehicle #1 Owner Name:** \_\_\_\_\_ **Phone** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Permit #				
Type:	Make:	Model:	Year:	Color:
State Registered In:	License #:			

**Vehicle #2 Owner Name:** \_\_\_\_\_ **Phone** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Permit #				
Type:	Make:	Model:	Year:	Color:
State Registered In:	License #:			

**Vehicle #3 Owner Name:** \_\_\_\_\_ **Phone** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Permit #				
Type:	Make:	Model:	Year:	Color:
State Registered In:	License #:			

**Vehicle #4 Owner Name:** \_\_\_\_\_ **Phone** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Permit #				
Type:	Make:	Model:	Year:	Color:
State Registered In:	License #:			

**Vehicle Replaces Vehicle #** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit #				
Type:	Make:	Model:	Year:	Color:
State Registered In:	License #:	Insurance Card Attached: Yes No		

**Vehicle Replaces Vehicle #** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit #				
Type:	Make:	Model:	Year:	Color:
State Registered In:	License #:	Insurance Card Attached: Yes No		