

STONEWOOD TOWERS PROCEDURE NO. 17

Subject: Unruly Residents as it Pertains to Rentals

Background-

Stonewood's House Rules and Procedures for the "peaceful enjoyment" of the property for all of its residents. According to FHA our rental policy as described in our documents complies with FHA Regulations. It has been noted in the past that on occasion, behavioral problems resulting in violation of the House Rules have arisen with a few renters who do not have a vested (financial) interest (and liability) associated with ownership, or they may not share the same goals and objectives of full time residents who call Stonewood Towers their home. In order to deal with these situations, the following policy and procedure should be noted and carried out where applicable.

1. It is the ultimate responsibility of the owner to insure, in fairness to the rest of the residents, that the renter complies with the House Rules. The lease between an owner with the tenant is contingent upon all occupants (including guest of the renter) abiding by these rules during tenancy.
2. As such, it will be the Manager's responsibility to insure that a current copy of the House Rules is provided to each renter. A copy of these rules will be given, mailed, or delivered to the renter with a letter stating their responsibilities associated with compliance. (See Attached). The tenant will sign for receipt of the booklet.
3. When a tenant breaks a rule, the person filing the complaint must identify himself to security or management. The owner of the unit must be informed in writing if the renter either continues to break the same rule or continues to break other rules. If either situation continues to exist the Manager of the Condominium will advise the owner of the unit to take action and report back to the Manager.
4. Further non-compliance will result in written correspondence from the Manager of the Condominium to the renter and the owner regarding the continuous disregard for the rules. Any correspondence will be copied to the Condominium's attorney at the discretion of the Manager.
5. If the situation persists and is not remedied within a reasonable period of time, and the owner refuses to take any corrective action, the entire matter will be referred to the Condominium's attorney (with concurrence by the President of the Board of Administration) in order to force eviction of the tenant or take any other legal action against either the renter or the owner to terminate the respective renter's residency.

To: All Renters

From: Board of Administration

Re: House Rules

Enclosed please find a copy of the House Rules for Stonewood Condominium.

For the safety and quiet enjoyment of all of our residents, we urge you to read them carefully and comply with these rules.

We hope you enjoy residing at Stonewood Condominium and are sure you realize the necessity of House Rules needed for condominium/cooperative living.

**STONEWOOD TOWERS HOUSE RULES BOOKLET**

The House Rules Booklet will be returned in good condition to Stonewood Towers office upon the expiration of my lease on \_\_\_\_\_.

**Non-return of the House Rules Booklet to office results in forfeiture of deposit.**

Date: \_\_\_\_\_ Tenant Initials: \_\_\_\_\_ Unit: \_\_\_\_\_ SW Initials: \_\_\_\_\_

Date Returned: \_\_\_\_\_

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