



PRESCOTT LAKES

COMMUNITY ASSOCIATION

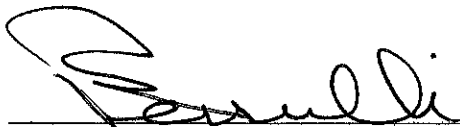
**UPDATED POLICIES & PROCEDURES
UNIT LEASING**

EFFECTIVE JULY 24, 2014

Pursuant to the Declaration of Covenants, Conditions and Restrictions for Prescott Lakes Community Association as recorded on February 25, 1999 in Book 3642, Page 161 in the office of the Yavapai County Recorder ("PLCA CC&R's), as amended; the Board may adopt Rules and Regulations relating to Leasing. Accordingly, the Board of Directors has enacted the following updated rules and regulations that Association members must follow in leasing their Unit, which supersede and replace all prior versions of such rules.

1. Leases shall be of a minimum one (1) year term.
2. A completed Tenant Information Sheet ("Exhibit A") must be submitted to the Association within ten (10) days of execution of a lease. A fine of up to \$15.00 will be imposed against the Landlord in the case of a late or incomplete Tenant Information Sheet.
3. Landlord shall provide a list of all adult tenants(s)/residents(s) of the leased Units along with a telephone number where the adult tenant(s) may be reached. Landlord shall provide the Association with a current address and telephone number for landlord or landlord's designated agent.
4. Landlord shall notify the Association of any changes to the Tenant Information Sheet during the term of the lease. Landlord shall immediately inform the Association upon termination of any lease or leasing activities.
5. Per Section 1.3 of the PLCA CC&Rs, all lease agreements shall contain provisions that expressly require tenants to abide by the PLCA CC&R's, Bylaws and Rules and Regulations and any other governing document ("Governing Documents") of the Association.
6. Per Sections 1.3 and 7.4(a) of the PLCA CC&Rs, tenants shall comply with all provisions of the Governing Documents.
7. Landlord is responsible for all fines, costs, and reasonable attorney's fees, and costs incurred by the Association as a result of the Association's need to enforce the Governing Documents, including, but not limited to, these Rental Rules.

BY: _____



President

DATED: _____

July 10, 2014.



COMMUNITY ASSOCIATION

Exhibit "A"

TENANT INFORMATION SHEET

Property Owner Name	First Tenants Name
Property Address	Second Tenants Name
Owner/Agent Mailing Address	Third Tenants Name
Owner/Agent Telephone	Tenant Phone
Owner/Agent Email	Tenant Email

1 Has the Tenant(s) received the Declaration, By-Laws and Rules & Regulations
Yes / No

2 Term of Lease Move in Date: Move out Date:

Number of Vehicles, make, model, license # & color

3 Vehicle #1 _____ License # _____

Vehicle #2 _____ License # _____

Vehicle #3 _____ License # _____

Unit Owner / Agent
Signature:

Date submitted to Prescott Lakes Community Association
