

Procedures for Renting your Home

REQUIREMENTS:

- To be eligible to rent your home you MUST:
 - Be in good standing with the HOA (no outstanding fees, violations, etc.)
 - Have owned and **PHYSICALLY LIVED IN** the home for a minimum of one year.

- When applying to rent you MUST:
 - Submit the tenant application (next page of this document).
 - Submit the tenant's form confirming they will abide by our covenants (final page of this document).
 - Submit copies of government issued IDs for ALL adults that will be in the home.
 - Submit a copy of your lease, which must be for a minimum of one year.
 - Submit copies of both the background check and credit check.
 - Include the administrative fee of \$550, payable to Martins Farm HOA (fee will be returned if the applicant is denied).

- Once EVERYTHING is submitted to the Board of Directors, the Board has 15 business days to review and respond. Our mailing address is PO Box 725, Suwanee, GA 30024, and our email is MartinsFarm.HOA.BOD@gmail.com.

IF A RENTER IS PUT IN PLACE WITHOUT FOLLOWING THE ABOVE PROCESS:

- The owner will be required to evict the tenant at the owners' expense.
- Pay a fine of \$1,000 to Martins Farm HOA.
- The privilege of renting the home is suspended for one (1) year. At that time the owner may apply as a rental home, but there is no guarantee.

Any questions should be submitted to the Martins Farm Board of Directors at MartinsFarm.HOA.BOD@gmail.com

By signing below you agree you have read and understand all items listed above and agree to follow the process as described.

Your Signature:

Date:

Martins Farm Home Owners Association
PO Box 725
Suwanee, GA 30024
MartinsFarm.HOA.BOD@gmail.com

******* Required form to add new tenant *******

Date:

This form must be completed in its entirety; incomplete forms will be returned and not processed. The Board of Directors has 15 days from date of receipt to respond to this request. If a tenant is moved in without prior written approval from the Board of Directors an immediate fine of **\$1,000** will be imposed.

If approval is not granted the tenant must be evicted by the homeowner, and all associated costs will be the sole responsibility of the homeowner.

If the owner of the property does not reside in the home, anyone living in the home is considered a tenant / renter regardless of the amount of rent or family affiliation. This form must be completed and fee paid as noted.

Signature of Homeowner: I agree with all terms set forth on this form and understand I am responsible for all actions of my tenant(s) and any costs the HOA may incur due to my tenant's actions (including but not limited to damage to common areas, etc.):

Homeowner Signature: (Sign this digitally by typing in your name)

Homeowner Printed Name:

Homeowner Email Address:

Homeowner Street Address:

Homeowner Phone Number:

If homeowner is using a property management company the following information must be completed:

Name of Property Management Company (PMC):

Email Address of PMC:

Contact Person and Phone Number at PMC:

Address of PMC:

Required Information regarding New Tenant:

Tenant(s) Name:

Name of Additional Family Members Residing in Home:

Tenant(s) Email Address(es):

Tenant(s) Phone Number(s):

The following paperwork **MUST** be submitted with this form:

- Copy of signed lease (must be for a minimum of one year in duration);
- Copy of background check and credit check required
- Tenants' agreement to uphold and follow our covenants (available online at martinsfarm.com). Agreement Form attached.
- \$550 admin fee (will be returned if tenant not approved).
- Homeowner must also agree to return the HOA pool/courts access card at the end of the lease.
 - There will be a **\$50** fee to replace it if it is not returned.

Approvals from the Board of Directors are valid for 90 days. If tenant does not move in within this time frame, the approval forms must be resubmitted to the Board of Directors along with a \$550 admin fee.

Please contact the Martins Farm HOA Board of Directors at the email address above with any questions.

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PO Box 725
Suwanee, GA 30024
MartinsFarm.HOA.BOD@gmail.com

******* Required form for new tenant to complete prior to moving in *******

Date:

By renting a home in the Martins Farm / Martins Farm Estates subdivision I agree to the following:

- I agree to abide by all covenants and rules as set forth by the Martins Farm covenants, available online at martinsfarm.com;
- I agree only the tenant(s) listed on my lease will reside in the home, NO sub-leasing or multi-family leasing under any circumstance;
- I agree I will be responsible for any damages caused to the common property;
- I agree to respect the neighborhood and its residents and not cause unsightly, unkempt or noisy conditions that will impact my neighbors right to enjoy their property (such as no on-street parking, trash cans hidden except on trash day, lawn maintained, etc.);
- I agree that the common areas (pool, tennis courts, playground, etc.,) are carry in / carry out and will be responsible for my own trash.
- I agree to return the HOA pool/courts access card at the end of my lease. If I fail to return the access card at the end of my lease, I agree to pay a **\$50** fee to replace it.

Tenant(s) Signature:

Tenant(s) Printed Name(s):

Other Family Members Residing in Home:

Rental Property Address:

Tenant(s) Email Address(es):

Tenant(s) Phone Number(s):

Expected Move In Date: