

*MARIVAL AT WEATHERSTONE  
CONDOMINIUM ASSOCIATION*

**UNIT RENTAL REGISTRATION FORM**

Owner Name: \_\_\_\_\_

For Tenant: \_\_\_\_\_

Address: \_\_\_\_\_ Lease Term: \_\_\_\_\_

1. Current and valid lease must be on file with Towne Properties.
2. Unit Owner is responsible for maintaining all interior that is listed as the responsibility of the unit owner in the Governing Documents even when renting their unit.
3. Tenants are not permitted to involve with ANY Association Business, the Condominium Association is required by law to deal only with the Unit Owner. This means that tenants are not permitted to attend the association meetings or vote in the community. Tenants will not be sent community updates, it will be the Unit Owners responsibility to share information pertaining to their Tenant with them.
4. The unit owner is solely responsible for their Tenant(s). The Management Company or Board will not converse directly with a Tenant, as the unit owner is entirely responsible for all communications regarding their unit.
5. The unit owner is responsible for ensuring that their Tenant is following ALL the Association Rules while renting their unit. The unit owner is responsible for sending any updates from the association to their Tenants. The unit owner understands that they may be fined for procedure and rules broken. (Rules and Policies can be located on the association website) – This can also be found at the end of this form.
6. The unit owner is responsible for keeping the Lease up to date with the management company. Lack of updated Lease on file will result in losing rental status. Expiring Leases with a clause for month to month will only be valid for 6 months after the stated rental Lease original date and must be updated with the management company or will be void.
7. Contact information must be always up to date for the owner and the tenant for emergency situation and services.
8. The Owner must ensure that their rental has rental insurance. Owner is required to send a copy of their active COI, and to send an updated copy once it has expired. The Board and the Management Company are not required to notify owner that their rental insurance has expired.
9. The Unit Owner understands that the Board and Management Company are not responsible for keeping them up to date on their documents. The Board and Management Company are not responsible for policing Tenants or ensuring they know the rules and regulations of the Association.

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10. Unit Owners are required to contact Management to report issues or work order requests. Requests cannot be taken from a Tenant.
11. Unit Owner understands the Board may at anytime amend these rules and notice will be sent to the owners via USPS and will be required to be signed and returned again.
12. This document is not valid without the required information attached:
- Copy of Current Valid Lease – Including Tenant Rules/Policies Waiver
  - Copy of Renters Insurance (or proof of insurance)
  - Record Information Form

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Tenant Rules/Policy Waiver**

This is to verify that I \_\_\_\_\_  
Print Resident/Tenant Name

received a copy of the Rules and Policies on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Resident/Tenant Signature

**Return this form to Towne Properties**

11340 Montgomery Road, Suite 202, Cincinnati, OH 45249

Email: [VirginiaAmburgy@TowneProperties.com](mailto:VirginiaAmburgy@TowneProperties.com)

Email: [Board@MarivalatWeatherstone.com](mailto:Board@MarivalatWeatherstone.com)