



### OWNER / TENANT CHECKLIST

**To Be Attached To All New Leases Submitted To Andalusia HOA On Or After June 1, 2014**

**Check All Items To Confirm Your Agreement and Provide Information Needed**

*We recommend that you share this filled-in checklist with your tenant(s)*

- Leases must be for a minimum of (12) twelve months and can be renewed month to month once tenants have lived in the complex for at least that amount of time.
- Tenants have been provided with a copy of the Andalusia HOA Residents Handbook and understand their responsibility to follow the rules and regulations described in it. In addition, Tenants have been provided with the URL of the HOA website (**<http://www.andalusia-hoa.org>**), which is to be referenced for other needed information, such as Recreation Room Rental form.
- As Owner, I understand my liability for failure of my tenants to follow the rules and regulations defined in the handbook, and for any infractions of the CCRs and By-Laws.
- For any and all emergency repairs or needs in my unit, I have informed my tenants to call UNC Community Management at **408.229.6000, x207** and/or alert me as Owner for required action.
- Tenants have been provided with the following:
  - Entry Gate Code
  - Gate Transmitter(s)
  - Key for Pool Gates, Recreation Center bathrooms, and Pedestrian Gates
  - Mailbox Key
- Tenant Reference Information is as follows (*please print legibly*):
  - Full Names \_\_\_\_\_
  - Home and/or Cell Phone Numbers \_\_\_\_\_
  - Email Addresses \_\_\_\_\_
- Tenants understand the following with regard to on-site **parking**:
  - Two parking spaces are provided: one is a garage space that is attached to the residence, and the other is a numbered space *(fill in)* \_\_\_\_\_ outside near the unit.
  - The attached garage space must at all times be able to accommodate one vehicle, in addition to any storage desired.
  - The HOA may or may not be able to provide additional monthly rental parking spaces, which is **based on very limited availability. Additional vehicles will be required to park outside the complex, and must never park in any other numbered space or Guest space.**
  - **Guest parking** may only be used for guests and is rigidly enforced for owner fines and resident vehicle towing.

- Tenant vehicle information is as follows (each vehicle):
  - Make \_\_\_\_\_ Make \_\_\_\_\_
  - Model \_\_\_\_\_ Model \_\_\_\_\_
  - Year \_\_\_\_\_ Year \_\_\_\_\_
  - Color \_\_\_\_\_ Color \_\_\_\_\_
  - License Plate \_\_\_\_\_ License Plate \_\_\_\_\_
  
- Tenants understand that **patios and balconies** may be used only for acceptable patio furniture, plants and barbeques.
  - Storage of all kinds is strictly prohibited.
  - Laundry left out to dry is strictly prohibited.
  
- Storage of items is prohibited outside front doors and in foyer areas in front of entrances. This includes toys, bicycles, athletic gear, shoes, etc.
  
- Garbage and recycling containers must be put away no later than the evening of trash collection day, which is normally Thursdays. Also note that Republic Waste will not pick up containers that are overfilled – lids must close completely.
  
- No exterior modifications are permitted that impact the stucco, balconies, wood surfaces, etc. For example, holiday lighting can be displayed, but must not puncture or damage any surfaces, and should be taken down at the end of the holiday season.
  
- Swimming pool and spa are for resident use, with a limit at any one time of **four invited guests**. Tenant must be with his/her guests **at all times** in the pool/spa area. The Recreation Room is available for reserving, but the spa and swimming pool cannot be reserved at any time.
  
- Quiet Hours** are from **10PM in the evening to 8AM each morning**. No loud noises should be experienced within each residence or outside during these times.
  
- Tenant or Owner must be available in the unit in the evening during scheduled fire alarm testing in June and December.
  
- Satellite TV dish antennas **cannot be attached** to any outside surface, including railings, stucco walls, floors, wood surfaces, roofs, etc. A dish can only be placed on a balcony or patio floor, using a metal frame or stand provided by the satellite TV vendor, and held in place by cinder blocks or a concrete umbrella base. This is the only placement option, regardless of the quality of signal that may or may not be received.

**Owner Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Andalusia Address** \_\_\_\_\_