



RENTAL PROPERTY PROCEDURES

1. A hard copy of a contingent lease must be presented to the Association thirty (30) days prior to the scheduled rental / move in date. The lease must contain the names of each intended adult occupant (18 years of age and older) as well as the names and ages of all minor occupants.
2. A check for \$100.00 (made payable to Glen Eagles Association), to cover attorney fees, along with a check for \$75.00 (made payable to Glen Eagles Association), to cover inspection costs, must be included with the copy of the contingent lease.
3. The exterior of the property will be inspected for any violations and any findings must be corrected by the homeowner prior to occupancy.
4. The lease will be forwarded to the Board Attorney for review. Any additions or corrections that are made by the Board Attorney must be addressed and updated in the final lease.
5. Once updated, the final lease must be signed by each intended adult occupant (18 years of age and older) and the landlord and returned to the Association along with the vehicle registration forms (2 vehicles only per household), pet registration forms (if applicable), and a **letter stating that the tenant has been provided with, and reviewed, the current Rules and Regulations of Glen Eagles.**
6. The tenants MUST be provided with owner's parking decals or will be charged \$50 for new ones.
7. The landlord is responsible to contact Gloucester Township to register the property and schedule all mandatory inspections prior to occupancy.
8. A copy of the Gloucester Township's Landlord Identity Registration Regulations and a copy of the receipt for the completed Fire Inspection must accompany the copy of the final lease.
9. All Glen Eagles and Valleybrook assessments must be current.
10. No one except for those listed on the final copy of the lease may occupy the property.
11. The landlord is required to maintain the integrity of the property at all times and must provide the Association with a current address of record. If the landlord does not reside in the State of New Jersey, they must provide a letter from a resident real estate agent or property manager, in New Jersey, that will be responsible for the property.
12. Failure to provide all necessary documentation **prior to tenants occupying dwelling** will result in daily fines, and possible eviction of tenants, until provided.
13. The above conditions are in addition to, but not limited, those that are part of the by-laws and the area so required to be abided by.