

# Homeowner Rental Notification Policy

Forest Lakes Community Association, Inc.  
1828 Pavilion Circle  
Charlottesville, VA 22911

Dear Homeowner,

This form must be completed by any homeowner leasing or intending to lease or rent out their property within the Forest Lakes Community Association (FLCA). The purpose of this document is to ensure that the Association has accurate and up-to-date contact information for both the homeowner and any property management company, as well as to remind homeowners of their ongoing responsibilities under the FLCA Governing Documents.

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## 1. Property Information

- Forest Lakes Property Address:

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## 2. Homeowner Information

- Full Name(s):

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- Forwarding Mailing Address:

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- Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_
  - Email Address (please print): \_\_\_\_\_

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*This forwarding address and contact information will be used only for official HOA correspondence while the property is leased.*

(OVER)

**3. Property Management Company Information (if applicable). If self-managed, put “self”**

- Company Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Amenities and Fitness Center Cards**

- To use the Fitness Center or any FLCA amenities, tenants must visit the FLCA office to register. During registration, tenants will receive instructions regarding access to the community amenities and proper use of the facilities.
- Each home within Forest Lakes has been assigned two (2) Fitness Center access cards.
- It is the responsibility of the homeowner and/or property management company to keep track of these cards.
- Fitness Center cards must be left in the home when a tenant vacates the property.
- If the cards are lost or not returned, the homeowner or property manager must notify the HOA office immediately.
- Replacement cards are available for a \$10 fee per card at the FLCA office (cash or check only).

**5. Homeowner Responsibility Statement**

By signing below, I acknowledge and agree that:

- I am the legal owner of the above-referenced property.
- I have notified the Association of my intent to lease the property in accordance with the Homeowner Rental Notification Policy.
- I understand that as the homeowner, I remain fully **responsible** for the condition and exterior maintenance of the property and compliance with all community rules and regulations. Any violation of the governing documents by tenants or their guests may result in monetary charges or enforcement action against me as the property owner.
- Homeowners must furnish the tenant or the property management company (who will furnish to the tenant) a copy of the *Forest Lakes Resident Rules and Regulations*.
- I will promptly notify the Association of any changes to the above information.

Homeowner Name (Print): \_\_\_\_\_

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

**For HOA Office Use Only:**

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

Received By: \_\_\_\_\_

Notes: \_  
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