

Leasing Permit Procedure and Application
Carolina Park Townhome Owners Association

The Covenants for Carolina Park Townhomes require the owners to obtain a "leasing permit" from the Board of Directors prior to entering into a lease.

Per the Declaration of Covenants for Carolina Park Townhomes, no more than 10% of the total number of units (8) will be eligible for rental permits.

This form solely pertains to obtaining approval from the HOA to rent your townhome through the fulfillment of the requirement to obtain a leasing permit. It does not contain all the provisions which apply to leasing a unit.

Individual owners are responsible for reading, understanding and complying with all sections of The Carolina Park Townhome Covenants pertaining to townhome rental. Failure to comply with any of the requirements pertaining to rentals may result in fines and/or loss of approval for rental of the townhome.

Owner's Name: _____
(Please Print)

Owner's Mailing Address:

Owner's Mailing Address Phone Number: _____

Owner's Email address: _____

Please Read and initial all statements on the following page.
Sign and date the form.
Return form to:

Carolina Park Townhome Owners Association
c/o FirstService Residential
201 Sigma Dr. #350
Summerville, SC
29486

You will receive written authorization or denial of your leasing request within ten business days of receipt of your request.

SIGNATURES OF BOARD:	REQUEST APPROVED	REQUEST DENIED	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Carolina Park Townhome Owners Association

Townhome Address for which Leasing Permit is Requested:

A. I understand that I must provide the Board with the following documents:

One (1) copy of the unexecuted lease agreement at least seven (7) days prior to entering into such agreement. **Initials:** _____

One (1) copy of the signed and executed final lease agreement & Addendum to Lease (before lessee moves in). Permit will be revoked if lease is not submitted. **Initials:** _____

A completed Resident Information Form, within ten (10) days of lease signing. **Initials:** _____

B. I will provide lessee(s) with a copy of the BP0475476W Covenants for Townhomes; BP0346861W (Townhomes) Ryland CP CCR's 2nd Supp Master Declaration; and a copy of the Carolina Park Townhomes Guidelines; and explain to lessee(s) that they and all occupants and guests are responsible for compliance with these documents and I may be assessed fines for violations.

Initials: _____

C. I understand that I am responsible for the payment of any fines assessed upon and not paid by lessee(s).

Initials: _____

D. I understand that if I fail to pay any annual or special assessments or any other charge of more than thirty (30) days after it is due and payable, then I consent to the assignment of any rent received from the lessee during the period of delinquency. All such payments made by lessee shall reduce, by the amount, lessee's obligation to make monthly rental payments to the lessor.

Initials: _____

E. I have read and understood all provisions of the Covenants for Townhomes and the 2nd Supp Master Declaration pertaining to the leasing of my unit and I further understand and acknowledge that failure to comply with any such provision will result in fines of \$25.00 per day, per violation being assessed against me.

Initials: _____

F. I have read and understand the Leasing Addendum and I understand that all leases for property rented at Carolina Park must have the Carolina Park "Addendum to Lease" executed and attached to the lease.

Initials: _____

G. I understand that leases shall be for a term of no less than a 1(one) year term and must be renewed for a term of no less than 1(one) year (month to month leases are not permitted.)

Initials: _____

H. I understand that when tenant to whom the unit is rented moves out, I must reapply for a new Leasing Permit before the townhome can be rented again.

Initials: _____

Signature of Unit Owner

Date