

The Shores Property Owners Association, Inc.
Tenant Checklist Approved October 21, 2013

The Shores Property Owners Association, Inc.'s documents allow Shores Property Owners to lease their house. "No home may be leased for no less than fifty nine (59) consecutive days, nor shall there be more than two (2) different leases in any one calendar year." (*See: Declaration of Covenants, Restrictions, Limitations and Agreements, Article III, Section 4(r) on page numbered 7.*)

This checklist is written to document responsibilities for owners who wish to lease their property, tenants, Elliott Merrill - our property management company, Shores Directors and various volunteer committees. It is not meant to replace any Shores Documents, only to put appropriate information in one place.

Owners must submit lease agreements and a Tenant Application Form to Elliott Merrill. The agreements must properly document the lease term, tenant name(s), contact information and other pertinent information, as appropriate. (*See: Declaration of Covenants, Restrictions, Limitations and Agreements, Article XI, Section 4.*)

Owner must share with prospective tenants The Shores guidelines and rules appropriate for tenants, so they will be understood in advance of leasing the property. Owner can use a copy of the Tenant Welcome Letter and a copy of The Shores Documents. The Declaration of Covenants, By-Laws and many other public documents are available for viewing and download on the Elliott Merrill website at <http://www.elliottmerrill.com/> and going to the Documents tab, then choosing documents for The Shores.

Elliott Merrill will obtain a unique control access code for the time period of the Lease. The control access code will expire on the end date of the lease agreement.

Tenant must submit appropriate contact information to Elliott Merrill, for purposes of emergency contacts and access for their service personnel. Tenant is responsible to advise gatehouse personnel in advance of guests and service personnel arrivals.

Tenant vehicle(s) must be registered as guests of the Owner for the term of the Lease. They will receive a guest pass for each registered vehicle.

Tenants must abide by all Shores Rules and Regulations. The Board has the authority and responsibility to take appropriate actions to enforce the Rules and Regulations. Actions such as fines or sanctions would be against the property owner. (*See: Declaration of Covenants, Restrictions, Limitations and Agreements, Article III, Section 5; and Article X, Section 1*).

Property owner is responsible to communicate with their tenants on issues that they need to know, such as a tree down, impacts of work to be done in the community, changes in Rules and Regulations and storm preparedness actions in the community.

Tenants can be invited to The Shores social functions, such as the Fall Picnic and Ladies' Luncheon. Board meetings, Annual Meetings, Informational Meetings, The Shores website, The Shores e-mail ID, newsletters, and Directory are for The Shores property owners only.

Elliott Merrill will send the Tenant Welcome Letter to each tenant.