



12/20/2018

**RE: Avondale Estates Condominium Association – Leasing Administration**

Dear Avondale Estates Condominium Owner,

One of the responsibilities of the Board of Directors of Avondale Estates Condominium Association (“the Board”) is to ensure that leasing activity within the community is properly monitored. The Board has determined that, given the difficulties associated with leasing administration, it is in the best interest of the Association to assign the day-to-day oversight of the leasing activity to Heritage Property Management.

As part of this process, the Board has passed certain rules and regulations governing leasing administration. In accordance with your Association’s governing documents, this leasing administration rule has been formalized by the Board’s adoption of the enclosed resolution.

- 1) All homeowners must submit an affidavit and owner information form regardless of leasing status.
- 2) Homeowners who are currently leasing their unit(s) are required to send a copy of their executed lease and the included leasing forms to the Heritage Leasing Department at the below address, or by email ([Leasing@heritageproperty.com](mailto:Leasing@heritageproperty.com)) within 30 days of the date of this letter. Those homeowners who do not comply with this request will be subject to a fine(s) in accordance with your Association’s documents.
- 3) All homeowners who have a leased unit will be assessed an annual lease administration fee of \$185 per leased unit (pro-rated for those who had an existing lease at the time the enclosed resolution was passed). This fee and the prorated amount thereof constitutes a specific assessment pursuant to Paragraph 8 of the Declaration for Avondale Estates Condominium Association.

Please note that homeowners who are found to be leasing their unit in violation of the Association’s governing documents (or the attached resolution) will be subject to fines and any other enforceable remedies available to the Association.

We are confident that by better monitoring the leasing activity within Avondale Estates Condominium Association we will be able to both protect, and enhance, the value of your community. If you have any questions, please contact our leasing department at [Leasing@heritageproperty.com](mailto:Leasing@heritageproperty.com).

Sincerely,

Heritage Leasing Department  
500 Sugar Mill Road Suite 200B  
Atlanta, GA 30350

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CORPORATE OFFICE: 500 Sugar Mill Road · Building B, Suite 200 · Atlanta, Georgia 30350 · Tel 770-451-8171 Fax 770-451-3919

SOUTH METRO: 805 East Lanier Avenue · Suite C · Fayetteville, Georgia 30214 · Tel 770-719-1616 · Fax 770-719-1636

[www.heritageproperty.com](http://www.heritageproperty.com)

RESOLUTION OF THE BOARD OF DIRECTORS OF  
AVONDALE ESTATES CONDOMINIUM ASSOCIATION, INC.  
ESTABLISHING LEASING ADMINISTRATION RULE

This RESOLUTION is made and adopted to be effective as of the 1<sup>st</sup> day of January, 2019 (the "Effective Date") by the Board of Directors of Avondale Estates Condominium Association, Inc. (the "Association").

WITNESSETH

**WHEREAS**, the Board of Directors believes it to be in the best interest of the Association and its members to collect a leasing administration fee to cover the costs incurred by the Association in processing, keeping accurate and up to date records, and otherwise administering the leasing of Units within the Association;

**WHEREAS**, the Board of Directors believes it to be in the best interest of the Association and its members to collect and retain certain leasing-related documents, including but not limited to a signed occupancy affidavit, copies of lease agreements, Owner/Occupant Information Forms, Governing Document Acknowledgement Forms, as well as Communication Consent Forms to be used in the administration of the leasing of Units within the Association;

**NOW, THEREFORE, LET IT BE RESOLVED** that the Association shall assess the Owner of a Unit who has been granted approved leasing status an annual leasing administration fee of One Hundred-Eighty-Five and NO/100 Dollars (\$185.00) (the "Leasing Administration Fee"). The Leasing Administration Fee shall be due and payable on the date on which approved leasing status was granted and on each subsequent anniversary date thereof, for as long as such approved leasing status remains in effect. The Leasing Administration Fee may be reviewed and increased, from time to time, in the Board's sole discretion.

Any Unit Owner who, as of the Effective Date, has been granted approved leasing status shall pay to the Association a prorated portion of the Leasing Administration Fee calculated as follows: \$185.00 divided by 365 = \$0.51 x the number of days remaining until the anniversary of the granting of such approved leasing status.

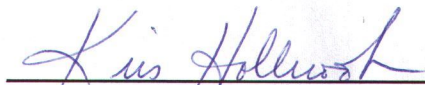
The Leasing Administration Fee and prorated amount thereof shall constitute and shall be treated for all purposes as a specific assessment pursuant to Paragraph 8 of the Declaration.

Any Unit Owner who is granted approved leasing status or who, as of the Effective Date, has been granted approved leasing status, shall provide to the Association's Managing Agent a copy of the lease agreement associated with their Unit, the leasing permit associated with their Unit, the Owner/Occupant Information Form, Governing Document Acknowledgement Form, and Communication Consent Form for the tenant(s) living in their Unit.

If any Unit Owner with approved leasing status does not comply with the requirements outlined in this Resolution, or is leasing their Unit without approved leasing status, then the Association may, in addition to any other rights available under Georgia law, the Declaration and the Association bylaws, levy daily fines of Twenty Five and NO/100 Dollars (\$25.00) until such violation is cured. In addition to the daily fines outlined above, any Unit Owner that is leasing their Unit without approved leasing status shall be assessed an unapproved leasing fee of One Hundred Eighty-Five and NO/100 Dollars (\$185.00).

The Managing Agent is directed to distribute this resolution to all Members of the Association.

The foregoing Resolution was adopted and approved by the Board of Directors of the Association at a meeting held on December 13, 2018.

 \_\_\_\_\_, Secretary

AVONDALE ESTATES CONDOMINIUM ASSOCIATION, INC.

**Avondale Estates Condominium Association**

**Occupancy Affidavit**

I, \_\_\_\_\_, an individual residing in the state of \_\_\_\_\_  
am the owner of certain real property located at the following address: \_\_\_\_\_  
\_\_\_\_\_  
(the "Property").

Furthermore, I hereby acknowledge that (check all that apply):

- The Property is my primary residence.
- The Property is my primary residence and I have a roommate residing with me.
- The Property is not my primary residence and a third party is not living at the Property.
- The Property is not my primary residence and I am leasing the Property to an unrelated third party.
- The Property is not my primary residence and a relative lives at the Property. The relative who is occupies the Property is my: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

Additionally, I hereby acknowledge that it is my responsibility to notify Heritage Property Management of any change in occupancy which renders the information listed above to be incorrect.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Date

Please submit form to one of the following:

Mail: 500 Sugar Mill Road Building B, Ste. 200 Atlanta, GA 30350 Attention: Leasing Department

Fax: 770-635-6250

Email: Leasing@HeritageProperty.com

# Owner – Occupant – Vehicle Information

**Homeowner Information**    **Primary Residence**    **Secondary Residence**    **Rental Property**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

## **Occupant Information**

Occupant(s) Name (s): \_\_\_\_\_

Occupant(s) Email(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

## **Vehicle Information**

	<u>Make/Model</u>	<u>Color</u>	<u>Year</u>	<u>Tag</u>
<b>Vehicle 1</b>				
<b>Vehicle 2</b>				
<b>Vehicle 3</b>				

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

Tenant  
Signature \_\_\_\_\_

Owner Name \_\_\_\_\_

Tenant Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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**Please note:** Homeowners are responsible for sharing any communication that is sent to the community with their tenants. But, on rare occasions Heritage Property Management may need to reach out to your tenant in case of emergency.

\_\_\_\_\_ I **give my consent** for Heritage Property Management to communicate directly with my tenant in case of an emergency.

\_\_\_\_\_ I **Do not give my consent** for Heritage Property Management to communicate directly with my tenant in case of an emergency. I will communicate to my tenant if such events occur.

Please submit form to one of the following:

Mail: 500 Sugar Mill Road Building B, Ste. 200 Atlanta, GA 30350 Attention: Leasing Department

Fax: 770-635-6250

Email: [Leasing@HeritageProperty.com](mailto:Leasing@HeritageProperty.com)

## Governing Document Acknowledgement Form

\_\_\_\_\_ (“Owner”), has provided \_\_\_\_\_ (“Tenant”) with a copy of the association’s governing documents. Tenant hereby acknowledges receipt of such documents (or instructions on how to access said documents) and agrees to abide by the Covenants, Rules and Regulations, and Use Restrictions for the community.

Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

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

Tenant 1 Name: \_\_\_\_\_

Tenant 1 Signature: \_\_\_\_\_

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

Tenant 2 Name: \_\_\_\_\_

Tenant 2 Signature: \_\_\_\_\_

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

**Please note:** Homeowners are able to access the governing documents and save a copy by using their homeowner portal. Please visit [www.HeritageProperty.com](http://www.HeritageProperty.com) and click on “Homeowner Sign In”. **If you are in need of a login to create an account, please contact Client Services at [clientsvc@heritageproperty.com](mailto:clientsvc@heritageproperty.com).**

Please submit form to one of the following:

Mail: 500 Sugar Mill Road Building B, Ste. 200 Atlanta, GA 30350 Attention: Leasing Department

Fax: 770-635-6250

Email: [Leasing@HeritageProperty.com](mailto:Leasing@HeritageProperty.com)