

WASHINGTON'S HEADQUARTERS
HOMEOWNERS ASSOCIATION
152 BROADWAY
DOBBS FERRY, NY 10522

Homeowners at Washington's Headquarters may rent their units as long as:

- a *Rental Waiver* is received from the Board of Managers -- **PRIOR** to tenant moving in
- the procedure outlined below is followed each time the unit is rented, even if to the same tenant,
- initial rental period of less than 12 months is not allowed unless waived by Board.

Failure to follow this procedure will result in a fine of \$50.00 per day levied against the homeowner's account.

PROCEDURE

- 1) Contact our Managing Agent to advise interest in renting your Unit. Copies of all required forms and the Condominiums Rules and Regulations will be forwarded to you.
- 2) Request in writing (letter or email) a Rental Waiver indicating unit number, rental amount, names of proposed occupants, and term of rental.
- 3) Submit the following via mail ... The Margaux Agency, 15 Round Hill Road, Dobbs Ferry, NY 10522 ... or by email to margaretfederici49@gmail.com.
 - a standard Condominium lease signed by all parties,
 - TRW or similar credit report for the tenant,
 - non-refundable *Rental Processing Fee* of \$250 payable to Washington's Head Quarters Homeowners Association,
 - sign off below by each tenant (who is over the age of 18) indicating that they have received and agree to follow the Rules and Regulations of the Condominium,
 - completion of tenant contact information form,
 - \$500 move-in fee to be refunded IF there is no damage to the Common Elements when renter vacates.

Acknowledgement to abide by Rules and Regulations of the Condominium

Owner: _____

Tenant: _____

Date: _____

Date: _____

The above was adopted by the Board of Managers on January 31, 2017 and is effective immediately.