

Lovell House Condominiums Association

32 North Prospect St, Amherst, MA 01002

c/o Kendrick Property Management /PO Box 3220 Amherst, MA 01004 / P: 413-253-0285 / F: 413-253-2383

kpm@kendrickmanagement.com

RESIDENTIAL UNIT RENTAL PACKAGE

Pursuant to the Rental Policy of the Lovell House Condominium Trust dated December 14, 2018 and filed with the Hampshire County Registry of Deeds in Book 13174, page 137 on January 7, 2019, and amended on February 08, 2021 and filed with the Hampshire County Registry of Deeds in Book 13971, page 186, Unit Owners must follow the below terms for renting out their residential units at Lovell House Condominiums:

15.1 Rental Policy:

- a) **Units are limited to occupancy as single-family residences. No student rentals are allowed.**
- b) **Units may be leased for a period of time not less than six (6) months.**
- c) **To preserve the owner-occupied residential quality of Lovell House and to assist future buyers in compliance with the mortgage underwriting policies, it will be the policy of the Trustees to restrict the number of rental units to no more than 30% of the units, this is 1 unit of the 6 total units.**
- d) **An owner shall secure permission from the Board of Trustees prior to advertising, listing or executing a rental. Permission forms will be provided by the Association's managing agent.**
- e) **The Board of Trustees shall respond to any request within fourteen (14) days.**
- f) **The Board of Trustees must be notified in writing of the terms and conditions of the approved lease including the names and contact information for all tenants.**
- g) **No Subletting is allowed. This must be stated in any rental agreement signed with tenants.**
- h) **Tenants are allowed to have pets with permission of the Trustees.**
- i) **No owner may lease out a unit unless all the accounts of the owner are paid in full.**
- j) **All tenants must acknowledge receipt of the Rules and Regulations and must abide by them.**
1. **Unit Owner must notify the Association's managing agent (Kendrick Property Management) prior to advertising, listing, or executing a rental and upon the termination of any lease.**

15.2 Occupancy Policy

- a) **Units are limited to occupancy as single-family residences. For a unit that is *neither owner-occupied nor a rental*, an owner shall secure permission from the Board of trustees in writing of the terms and conditions of any proposed occupancy arrangement, including for family/relatives, that would exceed thirty (30) days. Student occupants living on their own are not allowed. Permission forms will be provided by the Association's managing agent.**
- b) **The Board of Trustees shall respond to any request within fourteen(14) days.**
- c) **The Board of Trustees must be notified in writing of the terms and conditions of an approved occupancy arrangement, including the names and contact information for all residents.**
- d) **All residents must acknowledge receipt of the Rules and Regulations and must abide by them**

15.3 Waiver Policy

- a) **Appeal of the denial of any occupancy or rental application may be made to the Board of Trustees. The grant of any one waiver or variance by the Trustees shall not be interpreted as a departure from the policies set forth in 15.1 and 15.2**

15.4 Fine Policy

- a) A fine of ONE THOUSAND DOLLARS (\$1000) will be imposed against any owner who fails to secure advance permission for occupancy, rental, or allows a tenant to sublet.
- b) Failure of any resident, tenant or owner to follow the Rules and Regulations may result in fines again unit owner (17.2)

The following forms and documents are part of this Rental Package:

Permission form to request Unit Rental/Occupancy Form (please note this form must be completed **PRIOR** to advertising or leasing the unit

1. Rental Policy
2. Permission form to request unit rental/occupancy
3. Assent of Unit Rental Form
4. Rules & Regulations Tenant Acknowledgement Form
5. Unit Owner/Occupant Information Form including vehicle registration
6. Rules & Regulations

Lovell House Condominium Documents can be downloaded from the Managing Agent's website:

www.kendrickmanagement.com

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PERMISSION REQUEST FORM FOR UNIT RENTAL/OCCUPANCY

The undersigned Unit Owner(s) requests permission to lease his/her unit or request permission for Occupancy of non-owner, non-rental occupancy. Permission must be secured from the Board prior to advertising, listing, or executing a rental or occupancy of a non-owner arrangement.

The undersigned, being a duly authorized Property Manager for the Lovell House Condominium Trust, which was created by a Declaration of Trust and By-Laws dated December 14, 2018 and Amended on February 8, 2021 and recorded in the Hampshire County Registry of Deeds, hereby approves the following permission form following the review of the Lovell House Board of Trustees:

To occupy/rent Building/Unit # _____ owned by _____

Period of proposed rental lease, not less than 6 months: _____

Occupancy request(non-tenant) Terms & Conditions, exceeding 30 days: _____

This consent is conditioned upon the aforesaid owners to provide in writing the terms and conditions of an approved lease or occupancy arrangement, including the names and contact information for all residents and tenants/occupants faithfully observing all of the restrictions, conditions and terms of the Rules and Regulations of the Lovell House Condominium Trust and the Condominium Documents as herein defined, in default of which this consent may be revoked by the undersigned Property Manager or the Board of Trustees.

By:

Property Manager

Date

PROPERTY MANAGER PLEASE CERTIFY: Is Unit Owner's Account Paid in full? Yes No

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ASSENT OF UNIT RENTAL FORM

The undersigned Unit Owner(s) requests permission to lease his/her unit to the tenants referenced below.

A copy of the proposed lease, including the terms and conditions, names, and contact information of proposed tenants.

Tenants with pets must have prior approval by the Board before allowing pets.

The undersigned, being a duly authorized Property Manager for the Lovell House Condominium Trust, which was created by a Declaration of Trust and By-Laws dated December 14, 2018 and Amended on February 8, 2021 and recorded in the Hampshire County Registry of Deeds, hereby approves the following assent to rent form following the review of the Lovell House Board of Trustees:

Tenant #1

Tenant #2

to occupy Bldg/Unit # _____ owned by _____.

This consent is conditioned upon the aforesaid tenants faithfully observing all the restrictions, conditions and terms of the Rules and Regulations of the Lovell House Condominium Trust and the Condominium Documents as herein defined, in default of which this consent may be revoked by the undersigned Property Manager or Board of Trustees.

By:

Property Manager

Date

Unit Owner(s) hereby acknowledges that they have made the above-named tenants aware of the provisions of the Lovell House Condominium Trust Master Deed and Declaration and By-Laws and have explained the Rules and Regulations of the Condominium Association. Failure of your tenants to abide by these Rules and Regulations or with any of the provisions of the Condominium documents will result in you, as the Unit Owner, being held responsible for any and all infractions.

Unit Owner's Signature

Date

Unit Owner's Signature

Date

PROPERTY MANAGER PLEASE CERTIFY: Is Unit Owner's Account Paid in full? Yes No

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RULES AND REGULATIONS TENANT ACKNOWLEDGEMENT FORM

NAME (S): _____

ADDRESS: _____

PHONE: home: _____ cell: _____

I (we) hereby acknowledge that I (we) have received and read a copy of the Rules and Regulations and agree to abide by all terms thereof.

Signature

Date

Signature

Date

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Please fill out and return to Kendrick Property Management

RESIDENT REGISTRATION FORM / INFORMATION FACT SHEET

Unit Number _____

Owner's Name(s) _____

List All Occupant(s) _____

Owner's Mailing Address _____

Owner's Home Phone _____ Work # _____ Mobile # _____

Owner's Email Address _____

Owner's Emergency Contact Person and Telephone Number _____

Monthly Invoice: Not Needed _____ Mail _____ Email _____

TENANT INFORMATION [provide a copy of the lease along with this form]

Tenant's Name(s) _____

Tenant's Home Phone _____ Work # _____ Mobile # _____

Tenant's Email Address _____

PET INFORMATION [for owner-occupants or tenants, with Preapproved Permission from Board]

Cat _____ Breed _____ Color _____ lbs. _____

Dog* _____ Breed _____ Color _____ lbs. _____ Town Reg. # _____

***For all dogs: provide a copy of license and rabies certificate along with this form**

VEHICLE INFORMATION [for owner-occupants or tenants]

1. Vehicle Model _____ Make _____ Year _____

Color _____ Plate # _____ State _____

2. Vehicle Model _____ Make _____ Year _____

Color _____ Plate # _____ State _____