

## Tips for Successful Renting

Approximately four in 10 homes in suburban America are occupied by renters. If your unit is one of those homes—or about to become one—here are a few tips that will help you, your renters, and the association.

- **Talk to the Manager**

The association manager can give you important information about what the association requires of owners and renters and tips about the rental process that will be very helpful, especially if you're leasing for the first time. The manager has sample leases you can use and copies of the association rules to give to your tenants.

- **Check the Documents**

Make sure you comply with the association's governing documents—the bylaws and CC&Rs. They may contain special requirements for nonresident owners who lease their units.

- **Educate Prospective Tenants**

Be sure to inform prospective renters about the special considerations of living in a community association *before* they sign a lease. The association will be happy to give you a copy of the rules to pass along.

- **Use a Lease Addendum**

No doubt you'll have your renters sign a lease. Please attach an addendum to your lease that covers the specifics of the community association and require renters to adhere to association rules. This is very important because it gives you and the association a means of enforcement. A good lease or lease addendum should support the community by:

- Requiring the tenant to obey the bylaws, rules, and regulations of the association. (Attach copies!)
- Requiring the tenant to pay fines for association rule violations.
- Requiring the tenant to vacate if community association regulations are repeatedly violated.

- **Keep the Association Informed**

Once the lease is signed, give a copy to the association manager or a board member. The more information you provide about your renters, the more successful they will be in our community. Please provide the following information to the association:

- Renter's name (and children or roommates) and phone number.
- Renter's email address, employer, or other pertinent details.

- Renter's vehicle description and license plate numbers. This will allow us to provide parking information.
- The number and type of pets, if any.
- Your forwarding address and phone numbers.

- **Encourage Tenants to Participate in the Association**

Be an advocate for your tenants with the association. Make sure they have access to the recreational and parking areas and that they have the keys and passes they need. Please give them the name and phone number of our association manager.

Even though tenants have no vote on association matters, they are an important part of our community. Make them feel welcome, provide information that will familiarize them with the association, and encourage them to participate in community activities whenever possible. Today's renters may be tomorrow's owners—or even board members. The more we all do to promote a sense of belonging for renters, the more positive and successful the leasing experience will be for everyone.