

Unit: _____

Date: _____



ARABELLA COA

4521 San Felipe St.
Houston, TX 77027

Arabella COA

Leasing Policy Requirements and Checklist

For the Tenant Application, we require the following:

- Residential Lease Application
- Copy of Tenant Identification
- Background Check | For each Tenant listed on lease.
- Tenant Application Fee of \$250.00 | Please make check/money order out to Arabella COA. This fee will apply for each proposed Tenant Application and is non-refundable.

If the Tenant is approved the following is required for the Lease Application:

- A \$500.00 Lease Application Fee | Please make check/money order out to Arabella COA. This fee is non-refundable.
- Residential Lease | Written lease must include the following:
 - Compendium of Rules | Each Unit Owner is required to provide a copy of the Rules and Regulations to potential Tenants. The lease must indicate these rules are included in the lease agreement; this is typically noted by an exhibit.
 - Lease Provisions (Sec.1-3. C. iii) | The lease must include a provision that the Tenant will recognize and attorn to the Association as landlord, solely for the purpose of having the power to enforce a violation of the provision of the Governing Documents against the Tenant, provided the Unit Owner is provided written notice of the Association's intent to enforce and a reasonable opportunity to cure the violation.

Once these items are received, the Board of Directors will then have 10 days to provide a response. The Board of Directors may deny, approve or request additional information.

Once the Lease Application is approved:

- Executed Lease Agreement | Must be provided 7 days prior to the effective date of the lease.
- New Tenant Orientation | Tenant must schedule orientation with Management prior to move in.
- Moving Policy | Moves must be scheduled at least 3 business days in advance with Management. Please request a copy of Moving Policy and Forms with Management.

General Rules for Leasing:

- A Unit Owner shall not advertise a Unit for lease for short-term rental. Short-term rental is considered rental of a Unit for a period less than twelve (12) months.
- A Unit may not be leased for overnight, hotel or trainset purposes and may not be advertised for overnight or temporary vacation use.
- Less than the entire Unit may not be leased.