

Half Moon Bay Condominium Rental Procedures

(Revised September 15, 2011)

1. An application must be submitted to the HMB Condominium board before any lease can be signed. (See suggested sample.)
2. The applicant must supply the names and ages of all persons who will reside in the unit. Occupancy of the unit is limited to one family unit. Maximum Occupancy: 6 persons.
3. The applicant must supply the automobile information, including license registration and insurance, for each vehicle used by the lessee that will be on HMB property during the course of the lease.
4. The board may require a background check. An application fee of \$100 is required which includes the cost of this check.
5. The board may require a meeting with the potential lessee.
6. The applicant must receive from the unit owner a copy of the Declaration, By-laws and Rules and Regulations of the Association and must acknowledge in writing that he has received such documents and is subject to same. The copy should remain IN the unit. Any default constitutes a default under the lease.
7. The owner will be responsible for any and all infractions of the declarations/by laws/rules and regulations.
8. The lessee will be required to have rental insurance.
9. No pets will be allowed to occupy a unit with the lessee.
10. No more than 20% (4) of the units may be rented at any one time.
11. The HMB Condominium Board can make an exception to the percentage rule due to hardship circumstances, if petitioned by the unit owner. Hardship circumstances include: serious illness of the unit owner, his/her spouse or family member, military service or job relocation. The board is under no obligation, however, to grant the requested hardship status.
12. The lease must be a written document. A copy of the lease must be presented to the HMB Condominium Association Board within seven days as required by the Condo's Declaration.
13. The length of the lease may not be less than 30 days and NOT greater than one (1) year.
14. The lease must cover the ENTIRE unit, not just a room(s).
15. Owners are asked not to permit sublease of their units, but to sign a new lease. The new tenant would be required to go through the entire application process again. Sublease procedures shall be the same as stated above.
16. These rules apply to any lease written and effective on or after January 1, 2012.

I acknowledge that I have read and accept the above regulations.

Name: _____ Date: _____