



Rental Information Packet For Unit Owners

This Rental Information Packet will give you the information you need to effect a smooth transition to a tenancy that it is hoped will be mutually positive for you, your tenants and the Ambassador community. Please read it carefully and be sure that you comply with all owners' requirements in a timely manner. Also be sure to provide all of the required documents to your tenants so that they will be well integrated into the responsibilities of all residents of the Ambassador.

The policies for unit rental at The Ambassador are based on the following principles of responsibility:

All Ambassador Condominium owners have contractual responsibility by deed to the Ambassador Condominium Association. There is no contractual tie or obligation between the ACA and tenants or Rental Property Management companies.

Tenants are contractually obligated to the owner of the unit. The Ambassador Building Manager does not function as a Rental Property Manager for leased units. UNLESS SAFETY OR EMERGENCY ATTENTION IS REQUIRED, all maintenance, access (key/fob), and other unit complaints or problems must be directed to the unit owner or contracted Property Manager.

Ambassador Condominium owners who choose to rent their units are solely responsible for the tenant's knowledge and implementation of the building policies and will be responsible to the ACA for violations by their tenants. It is, therefore, to everyone's benefit to assure that tenants are aware of building policies. The following pages detail documents that you are required to give to tenants or real estate agents. Remember that fines for violations will be assessed to the owner. All guests of any tenant must comply with the Ambassador's rules and policies. Any violations will be assessed to the owner.

These requirements for unit owners and tenants are not intended to be onerous, but simply to assure that your tenants have all the information they need to begin an agreeable relationship with the Ambassador. We look forward to welcoming them to the Ambassador community.

The Ambassador

Showing The Unit

Access for Real Estate Agents and Property Managers

- Owners are responsible for issuing keys to their unit. The Building Manager or designate is responsible for issuing the access fob for the building.
- The owner may request a fob for a Realtor or a Property Manager by submitting a completed Electronic Key Information Form, signed by the agent and the owner. NO FOBS WILL BE ISSUED WITHOUT A COMPLETED AND SIGNED ELECTRONIC KEY INFORMATION FORM.
- There is a 48-hour turnaround time for the fob to be issued.
- The fob is linked to the one unit for which it is issued and may not be used for any other unit or purpose.
- The result of improper use of a Realtor or Property Manager fob includes revocation of access privileges and a fine will be assessed to the unit owner per the fee/fine schedule for a Security Violation.

Information for Real Estate Agents and Property Managers

All Property Managers and Real Estate Agents must receive “Essential Rules for Security.”

It is the owner’s responsibility to ensure that Real Estate Agents and Property Managers can accurately convey information pertaining to living at the Ambassador to prospective tenants. Owners should provide copies of policies, as they deem necessary.

Examples of policies that owners might want to provide to Real Estate Agents and Property Managers: Smoking Policy, Bicycle Storage Policy, and Roof Garden Use.

IT IS THE OWNER’S RESPONSIBILITY TO MAKE COPIES OF THESE DOCUMENTS
AND TO GIVE THEM TO AGENTS AND PROPERTY MANAGERS.

Leasing the Unit

Background Check

- The unit owner is required to obtain a background check on every adult prospective lessee before the lease is signed. No access key or fob will be issued without documentation that a background check has been completed.

The Lease

- Every rental unit shall have a written lease, properly signed by the owner and every tenant 18 years or older.
- The lease must contain specific language requiring that the lease terms are subject in all respects to the provisions of the Declaration and Bylaws. Any failure by the lessee or tenant to comply with these provisions shall be a default under the lease.
- Unit owners must ensure that tenants have a copy of the Governing Documents (Declaration and Bylaws, including Amendments).
- Owners may be fined for failing to comply with the Bylaws.

Who Is a Tenant?

- Any person residing within a unit at the Ambassador for a period longer than 30 days without the direct onsite supervision of the owner is considered a tenant and must comply with all the rules and policies that pertain to tenants, including the Background Check, signature on lease, and properly documented and issued fob/card.

Obtaining Electronic Access Devices: Fobs/Cards/Keys

- Owners are responsible for issuing keys to their unit and the pedestrian gate key.
- The Building Manager or designate will issue the access fob/card for the building. There is a 48-hour turnaround time for the fob to be issued.
- **DOCUMENTATION: The following documents must be submitted together in order to obtain a fob/card:**
 - Electronic Key Information Form, signed by both parties. The owner can receive the fob directly for delivery to the tenant or the owner can provide the tenant with the signed form authorizing the Ambassador to issue the fob/card directly to the tenant. If the fob is to be issued directly to the tenant, the owner must ensure that all required paperwork has been submitted.
 - Personal Information Form (completed by the tenants)

- Rental Property Form (completed by the owner)
- Essential Rules for Security (signed by the tenants, verifying receipt of a copy)
- Acknowledgement of Risks and Release and Waiver of Claims (for use of the Roof Garden) (signed by the owner and lessee) **An individual form must be signed by each tenant whose name is on the lease.**
- Checklist for Issuance of Fob/Card to Tenants (completed by owner) All items must be completed before fobs are issued.

ACCESS DEVICES WILL NOT BE ISSUED UNTIL THE ABOVE REQUIREMENTS ARE MET.

Additional Items That Must Be Given to Tenant

- Governing Documents (Declaration and Bylaws, including all amendments) (Article VII contains information that is pertinent to tenants.)
- Ambassador Residents' Handbook (obtain copy from Building Manager)
- Mailbox Combination (Lost mailbox combinations can be obtained by the owner through the office during normal business hours.)
- Bicycle Storage Policy
- Move In/Move Out Policy
- Fee/Fine Schedule (obtain current schedule from Building Manager) •
- Roof Garden Policy
- Weekend Contractor Policy
- "Protect Your Family from Lead in Your Home" pamphlet (can be obtained in the office)
- Ambassador Emergency Evacuation Procedures
- Current Ambassador contact information (copy from current Directory) •
- Parking lot gate opener, if applicable

Moving In/Moving Out

- There is a move-in fee **and** a move-out fee, please refer to the fee/fine schedule. The fees will be assessed to the owner. (See complete Move In/Move Out Policy.)
- The freight elevator can be reserved for moves. Tenants must have a signed copy of the electronic key fob form in the office prior to reserving the freight elevator. All elevator reservations require a 72-hour advance notice. The tenant (or owner if the tenant is not able to be present) must be present during the move-in/move-out to safeguard the common areas and ensure that policies are being followed.

01/24/2018

Attachments

The following can be sent as attachments when sending electronically:

1. Documents required in order for the tenant to receive an access fob/card (must be submitted together):

- a. Cover Sheet: Checklist for Issuance of Fob/Card to Tenants
- b. Electronic Key Information Form
- c. Personal Information Form
- d. Rental Property Form
- e. Essential Rules for Security (signed)
- f. Acknowledgement of Risks and Release and Waiver of Claims

2. Documents that must be given to the tenant(s):

- a. Governing Documents (owner must provide)
- b. Ambassador Residents' Handbook (owner can obtain from the Building Manager) This should be returned at the end of the tenancy.
- c. Mailbox Combination (owner must provide)
- d. Bicycle Storage Policy
- e. Move In/Move Out Policy
- f. Fee/Fine Schedule
- g. Roof Garden Policy
- h. Weekend Contractor Policy
- i. "Protect Your Family From Lead in Your Home" pamphlet (obtain from office)
- j. Ambassador Emergency Evacuation Procedures
- k. Current Ambassador Contact Information: Board of Directors, Building Manager (copy from back page of current Directory)

01/24/2018

Rental Information Packet 01/24/18: Overview

The Ambassador

3. Helpful documents that are optional

- a. Emergency Contact Phone Numbers
- b. Ambassador Drains
- c. Guest Room Policy
- d. Contact Information for Repairs, Maintenance and Lock-Outs.

As the owner you are responsible for repairs and maintenance. You can choose to give your tenant a list of your approved vendors in the event you cannot be reached. The Ambassador is never responsible for tenants' maintenance and repair problems except in the case of an emergency.

- e. It is suggested that you do NOT give a copy of the Ambassador Directory to any tenant with a short-term lease. Additionally it is suggested that, in order to safeguard residents' personal information, you do NOT give a copy of the Ambassador Directory to any tenant until you are reasonably assured that he/she will be a reliable and stable member of the community.