

# TERRACE PARK EAST HOA

---

## ATTENTION LANDLORDS & PROPERTY MANAGERS

### Rental Checklist for TPE Landlords & Property Managers

- Contract of Lease
- Introduction to Terrace Park East Features and Amenities
- Copy of TPE rules/regulations, including PET & NO SMOKING policies
- Keycard to the exterior doors | Mailbox key | Keys to the rental unit

We have pleaded with Landlords and Property Managers to require their tenant to fill out the Tenant Contact Form before moving into TPE. But that does not work with Landlords and Property Managers with their own agenda.

Effective November 9, 2023, the Landlords and Property Managers are no longer responsible for their tenants filling out a Tenant Contact Form and giving them a copy of the TPE Rules/Policies/Fines. You are, however, obligated to require your tenant to stop at the TPE Management Office (Suite A-108) the day they move in to fill out a Tenant Contact Form and pick up a set of TPE Association Rules/Policies.

The failure of your tenant to come to the TPE office will cost you, the Landlord, and or the Property Manager \$250 for each tenant who has not filled out a Tenant Contact Form. Plus, when your tenant states that they are staying less than a full 30 days, you the Landlord and or Property Manager will be fined an additional \$100

To protect the TPE HOA Association and comply with life safety policies and insurance underwriter requirements, when we meet your tenant, we will provide them a form to sign saying they have a copy of the Rules/Policies/Fines.

### You own the Key Cards and Mailbox Keys to your unit(s)

- You have been issued multiple key cards to the building, plus TWO mailbox keys to your unit. As a landlord or property manager, you, in turn, give these same keys to your tenants, so it is up to you to retrieve the key cards and mailbox keys from your tenants when they vacate your units, just as you do the front door to your units.

**FOR REPLACEMENT KEYS, the fees below are what you will pay in advance.**

- Key Cards                      \$25 each
- Key Fobs                      \$50 each      Special Order Only (30-day lead time)
- Mailbox Keys                 \$25 each

**Must be paid for when ordered (Check or Money Order payable to TPE HOA)**