

LAKE RIDGE OWNERS ASSOCIATION

Leased Unit Requirements

This document is intended to provide the information that the Lake Ridge Owners Association requires from you regarding a leased unit on a yearly basis. These requirements are published in the Rules and Regulations handbook starting on page 14. The following outlines the requirements:

1. Obtain an annual license with the city registering the rental unit
2. Provide a copy (or receipt) of the Shoreview rental license to the Association
3. Display of copy of the rental license in a frame in the unit rented
4. Proof that the rental unit complied with the inspection requirements of the city
5. Provide a copy of the Background checks of the proposed new renters
6. Provide a copy of the written lease agreement with a statement that Rules and Regulations have been provided and signed by all lessees and material violations of the terms of the lease may result in eviction. The term of the lease may not be for less than one year or for more than one year. The lease must clearly indicate that the unit is rented in its entirety.
7. Provide current contact information for all individuals occupying the unit
8. Provide current contact information for the owners
9. Provide current contact information for local representative if the owner(s) live out of town or out of the area
10. Provide a copy of the renter's insurance declaration showing coverage for an H06 policy
11. Also, please note that should the lease or tenants change during the year the new information for listed items **5 through 9** must be provided within 30 days

If any of the above requirements are not met in a timely manner, as set forth in this document, you may lose your rental status with the Association. The Association reserves the right to terminate your rental ability status at its discretion.

If you have any questions, please contact:

Association Experts
Jim Schumacher, Property Manager
3625 Talmage Cir. Ste 202
Vadnais Heights, MN 55110
lroa@association-experts.com

Lake Ridge Owners Association Leased Unit Requirements

You must provide the requested information regarding your leased unit on an annual basis or upon request of the Lake Ridge Owners Association (LROA). These requirements are published in the Rules and Regulations handbook starting on page 17 and located on our website at www.lakeridgehoamn.com. You must be a website member to access member only information. The following outlines the requirements:

The City of Shoreview requires the owner of a rental dwelling unit to obtain an annual license to ensure that rental housing is maintained, used in accordance with City property maintenance standards, and occupied in a manner that does not create nuisances for surrounding property owners. To obtain a copy of the relevant ordinance and the license application materials, access the Shoreview Web site (<http://www.ci.shoreview.mn.us>) or call 651-490-4682.

According to the City of Shoreview, violation of the ordinance is considered a misdemeanor punishable by a maximum fine of \$1,000.00, 90 days in jail, or both.

The owner is responsible for complying with any Shoreview requirements to register rental units; the owner must provide a copy of the Shoreview rental license at any time upon request by the LROA Board of Directors or LROA Property Manager and should display a framed copy in the unit being rented.

- 1) The Unit Owner shall provide to the Association proof of the owner's license to rent the home and proof of inspection thereof (both from the City of Shoreview).
- 2) The Unit Owner shall provide to the Association a copy of the background-check of the proposed renter(s).
- 3) A copy of the written Lease agreement shall be provided to the Association, and MUST include the following information (a form of which is located on our website at www.lakeridgehoamn.com):
 - a) The name(s) of every renter with their email addresses, home, cell, and work phone numbers as well as the term of the Lease (not less than one year).
 - b) A statement that the lessees/renters have been provided a copy of the Association's

Rules and Regulations and signed by all lessees/renters for each unit.

- c) The address and telephone number at which the Unit Owner(s) or legal representative may be reached in the event of a problem; and
 - d) A statement indicating that violation of the Rules and Regulations of the Declaration and/or Bylaws shall be deemed to be a material violation of the terms of the Lease and that the Association shall have the right to bring an action for eviction against the lessees resulting from such violations if the Board of Directors deems this appropriate.
- 4) Term of rental agreement MUST be for a period of not less than one (1) year, but not longer than 1 year, unless approved by the LROA Board of Directors. It is the Unit Owner's responsibility to contact the LROA Property Manager during the 9th month of the rental agreement (but not past the 30th day of the 9th month) to decide to end or extend the agreement between the Unit Owner and the Lake Ridge Owners Association. If the Unit Owner does not contact the Association during the 9th month of the Rental Agreement, the Unit Owner loses the right to continue to rent out the property and the Association may, at its discretion, begin eviction procedures to remove the renters.
- 5) The unit must be rented in its entirety.
- 6) It is the Unit Owner's responsibility to supply a copy of the Rules and Regulations to the renter and ensure that the renter and occupants comply with all the Rules Regulations of the Association.
- 7) It is the Unit Owner's responsibility to handle all maintenance, repair, etc., within and upon the Unit and Dwelling and to make sure that the lessee/renter fully understands that all matters regarding maintenance, repair, etc., are to be handled with the homeowner and NOT the Association.
- 8) It is the Unit Owner's responsibility to make sure the quarterly/monthly dues are timely paid.
- 9) A notice of any violation by a renter/occupant or their guests of the Rules and Regulations, Declaration and/or Bylaws of the Association will be brought to the attention of the homeowner

by the Association at the address provided by the Unit Owner to the Association or to the Unit's address, if none has been provided. The notice will indicate the nature of the violation, and comply with the provisions of Section 11 below, as to the Unit Owner's right to a hearing. The Unit Owner will cause the violation to be corrected within seven (7) days of the date of mailing by the Association of the notice of violations.

- 10) In the event the violation reoccurs or is not corrected within seven (7) days of the date of mailing of the Notice, the Unit Owner shall be assessed an additional fee, which fining shall continue for each month during which the violation exists.
- 11) In addition, if deemed necessary, the Board of Directors will discuss and review the violation and corrective action with the Unit Owner at its next regularly scheduled meeting or at a meeting specifically called for that purpose. At the time of the violation review with the Unit Owner, the Board of Directors must be satisfied with the corrective action or it will invoke its right to enforce termination of the rental agreement between the Unit Owner and their lessee and demand the vacating of the premises by the renter within thirty (30) days of notice to the Unit owner from the Board of Directors or bring an action to evict said lessees in the event the same do not voluntarily vacate such Unit, with the costs thereof to be paid by the Owner.
- 12) Obtain an annual license with the city registering the rental unit. The information is due to be submitted on January 1st of each year, however, the City is not always able to provide a license by that date and so it is sufficient to document this with a receipt of payment for the submitted application.
- 13) **Provide a copy (or receipt) of the Shoreview rental license to the Association.**
- 14) Display of copy of the rental license in a frame in the unit rented.
- 15) **Proof that the rental unit complied with the inspection requirements of the City of Shoreview.**
- 16) Provide a copy of the Background checks of all proposed new renters 18 years of age or older.

- 17) **Provide a copy of the written lease agreement with a statement that Rules and Regulations have been provided and signed by all lessees/renters and material violations of the terms of the lease may result in eviction. The term of the lease may not be for less than one year or more than one year. The lessees/renter must clearly indicate that the unit is rented in its entirety.**
- 18) **Provide current contact information including name, address, phone, and email address for all individuals occupying the unit, for the Unit Owners, and for a local/legal representative if the Owner(s) are out of the area.**
- 19) **Provide a copy of the renter's H06 insurance declaration showing coverage as required for hazard and general liability.**

To meet the requirements for providing information on your leased townhome unit to Lake Ridge Owners Association, the items in bold (**13, 15, 17, 18, and 19**) MUST be included in your submission. **Also, please note that should the lease or tenants change during the year, the new information for listed items 16 through 18 must be provided within 30 days.**

All forms associated with completing the steps explained above are located on our website at www.lakeridgehoamn.com. You must be an approved member to access "Member Only" areas on the website. Please sign up at the website if you haven't done so already. If you have any questions, please contact the Lake Ridge Property Manager, Jim Schumacher at lroa@association-experts.com or via mail to Association Experts, 3625 Talmage Cir., Ste 202, Vadnais Heights, MN 55110, for consideration of your request. You may also mail or drop off this form at 1065 Bridge Street, Shoreview, MN 55126. Completion of this form is no guarantee you will be granted permission to lease your unit. The Board considers all requests in an equitable and fair manner and will inform you of our decision as soon as possible. Thank you for your request.