

## **Continental Country Club, Inc.**

2380 N Oakmont Drive

Flagstaff, AZ 86004

P: 928-526-5125 ~ Fax: 928-526-6393

Continental Country Club, Inc. is pleased to announce that it has recently established a Tenant Registration Policy. All owners renting their homes will be required to register their tenants with the Association by use of the simple attached form. The Board of Directors believes that this is a necessary step to ensure the welfare and safety of the owners, residents, and guests.

By formally registering and signing this Tenant Registration Document, the Board of Directors feels that this will create greater accountability from owners who are renting and their tenants, resulting in fewer CC&R violations and, in turn, less fines and fees to the property owner. One of the many benefits of this new program is that tenants will be a more viable part of the community.

This Tenant Registration Document must be filled out and submitted for each existing and future lease. Existing leases and rentals will not be grandfathered; a form must be submitted for existing leases and rentals. Even if an owner has previously filled out a tenant registration form, the information must be completed again for each stay.

The charge for processing this registration for an owner renting is \$25.00 each time there is a change in tenant. This fee will be charged to all existing leases currently in place as well as each additional new lease where there is a change in tenant.

Please return the enclosed form to Continental Country Club, Inc. with all information completed as well as a check made payable to Continental Country Club, Inc.

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### **Tenant Registration Policy**

ARS 33-1806-1 allows Associations to implement a Tenant Registration Policy and charge a processing fee. Continental Country Club, Inc. makes all Association Documents such as CC&R's and Bylaws available on Association website.

Within **fifteen (15) days after** commencement of each lease/rental term (even a renewal), the Owner shall provide the Association with a completed copy of the Tenant Registration Form. In addition, the Owner shall pay the Association a \$25 fee within **fifteen (15) days after** commencement of the lease/rental term if there is a change of tenancy.

The Owner shall be liable for any violation of this Declaration, the Design Guidelines or the Association Rules by the Tenants or other persons residing in the home and their guests or agents and, in the event of any such violations. Owner is advised to explain and provide copies of the Association CC&Rs, Rules and Regulations and all Continental Country Club Policies to the Lessee/Tenant. The Owner, upon demand of the Association, shall immediately take all necessary actions to correct any violations.

Each Owner shall pay to the Association a \$25.00 processing fee to be paid each time there is a change in tenant. Existing contracts between owners and tenants will not be grandfathered in or exempt from this new program.

All fees associated with this policy are the responsibility of the homeowner, of which all liabilities and responsibilities shall rest upon. No portion of the cost of compliance shall be reimbursed or repaid by the Association, or the Board, for any reason at any time.



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