

Lease and Lease Review Fee Requirement

In accordance with the Rules and Regulations of the Association, all leases must be for a minimum initial term of not less than one (1) year and a copy of the lease must be submitted in advance to the Association's managing agent annually. Leases must be mailed to the address below and include a check for \$250 (Lease Administrative Fee) made payable to Townhomes at Heritage Center Community Association. You must also complete and return the Tenant Registration Form to the management office at the below address:

Townhomes at Heritage Center Community Association
975 Easton Road, Suite 102
Warrington, PA 18976

This is an ANNUAL responsibility of each landlord. The Association requires current and accurate information for all tenants.

It is the landlord's responsibility to ensure a copy of the Association's Rules and Regulations are provided to their tenant. If you do not have a current copy of the Association's Rules and Regulations, please contact the Association's managing agent at the number below to obtain same.

Failure to provide a currently lease annually, the Tenant Registration Form and the Lease Administration Fee may result in fines for noncompliance and/or the loss of access to the clubhouse for use of the amenities offered.

If you have any questions or need any additional information, please contact our Property Manager at 215.343.1550.

Sincerely,

Board of Directors
TOWNHOMES AT HERITAGE CENTER COMMUNITY ASSOCIATION

**TOWNHOMES AT HERITAGE CENTER COMMUNITY ASSOCIATION
TENANT REGISTRATION FORM**

Association Unit Address: _____

Unit Owner(s):

Name(s): _____

Address: _____

Phone (Home): _____ Alternate: _____

Tenant(s):

Name(s): _____

Address: _____

Phone (Home): _____ Alternate: _____

Car Make, Model and License Plate: _____

Lease Start Date: _____ Lease End Date: _____

Automatic Renewal: _____ Yes _____ No

Pets Allowed: _____ Yes _____ No

Number and type: _____

As the Landlord/Owner of the above referenced unit in the Heritage Center Community Association, I verify that the above information is correct and I have provided a copy of all necessary Association Rules/Regulations/Restrictions to my tenant. As the Landlord/Owner I am responsible for the actions of my tenant and any guests or occupants of the unit. **I have attached a copy of my written lease agreement and a check for \$250 as required by the Association Rules and Regulations.**

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____