



Rules for Non-Owner-Occupied Units

1. ***Before an owner can rent, lease or loan out their unit a completed Rental Unit Application must be submitted to the Board and approval of the Board received. No more than 15 units in Rivercliff Estates may be non-owner occupied at any given time. Exemptions may be made for hardship (see rental unit application).***
2. If your unit is currently being rented you are required to provide the rental information form to the Board within 30 days of receiving this notification.
3. The Board strongly urges owners currently renting their unit or considering placing their units for rental to engage a property management company.
4. The renter is obligated to follow all Rivercliff Estates rules while a resident of the complex. It is the owner's responsibility to ensure the renter is aware of the rules of Rivercliff Estates including
5. **NO RENTER WILL BE ALLOWED TO SUBLET ANY PART OF THE UNIT.**
6. If the association rules are not followed, the party responsible for the unit will be subject to the following:
 - a. Verbal warning
 - b. Written notice
 - c. Request the renters be evicted
7. The board must be provided with a written copy that the eviction has been filed 30 days after a request for eviction notice has been received by the responsible party, fines of \$50 per day will be assessed if the Board is not provided with written copy of eviction filing. Any unpaid fines will result in a lien against the property.

Thank You for your cooperation.

Revised 2017

RIVERCLIFF ESTATES



Non-Owner-Occupied Unit Application

Rivercliff Estates By-Laws prohibit more than 15 non-owner-occupied units at any given time. Exceptions may be granted by the Board in hardship situations.

If you are in a hardship situation and wish to seek a Board exemption if necessary, complete the hardship section.

Date of Application _____

Address of Rivercliff Estates Unit

Rivercliff Estates Unit Number _____

Names of Owners

Physical Address where owners will be living

Mailing Address of owners

Owner Phone Number _____

Property Management Company you intend to use (if any):

If required, I wish to be considered for a hardship exemption. The reason I request a hardship exemption is (check any that apply):

- Sale of my unit is impossible at this time due to market conditions.
- I cannot live in my unit for a temporary period but will be returning in _____ months
- I am moving due to my employment and need to rent the unit until it sells.
- Other: Please briefly describe

(You will have an opportunity, if you wish, to speak to the board when your application is considered.)