

Rivercliff Estates Homeowners Association

Rules for Non-Owner Occupied Units

1. Per Article VI, Section 8 of the Bylaws, an owner who has personally occupied the unit for at least thirty-six (36) months may be eligible to rent their entire unit. No more than fifteen (15) units in the Rivercliff Estates complex may be non-owner occupied at any given time. Exemptions may be made for hardship - see the rental unit application for detailed information. However, before an owner can rent, lease or loan out their unit a completed Rental Unit Application must be submitted to the Board and the owner must obtain written approval of the Board's decision.
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 to remain in compliance. A new form is required each calendar year and a blank one will be sent to the owner's provided email address.
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(s) are obligated to follow all Rivercliff Estates rules while a resident of the complex. It is the owner's responsibility to ensure the renter(s) are aware of and complies with the rules of Rivercliff Estates.
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.

Non-Owner Occupied Application

Date of Application	
Address of Rivercliff Estates Unit	
Rivercliff Estates Unit Number	
Name(s) of Owner(s)	
Physical Address where owners will be living	
Mailing Address of owners	
Owner Phone Number	
Property Management Company you intend to use:	
<i>Rivercliff Estates By-Laws prohibit more than fifteen (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 below.</i>	
If required, I wish to be considered for a hardship exemption. The reason I request a hardship exemption is (check any that apply):	
<input type="checkbox"/>	Sale of my unit is impossible at this time due to market conditions.
<input type="checkbox"/>	I cannot live in my unit for a temporary period but will be returning in ____ months.
<input type="checkbox"/>	I am moving due to my employment and need to rent the unit until it sells.
<input type="checkbox"/>	Other: (please briefly describe)

(Revised November 2021)