

**SUNSET HARBOUR, POA**

P. O. Box 395

Little River, SC 29566

P: (843) 399-6116

F: (843) 399-0972

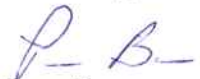
Email: pam@scpaminc.com

Dear Owners,

Attached is Sunset Harbour POA Tenant Annual Lease form. If you rent your unit you will need to complete the form and place it on file with our office. Please do not use the contact information on the form. The correct contact information is listed above.

If you have any questions, please contact our office.

Sincerely,



Pam Bane

Property & Association Management, Inc.

Enclosures

### Tenant Annual Lease Form

#### Lease form is to be on file at the Management Office

Lot #: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Property Owner's Current Home Address: \_\_\_\_\_

Property Owner's Home Phone#: \_\_\_\_\_ Cell #: \_\_\_\_\_

Property Owner's Email Address \_\_\_\_\_

• Tenant(s) Names: \_\_\_\_\_

• Tenant's Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Tenant's Email Address: \_\_\_\_\_

• Annual Rental Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Property Owner is to provide the Tenant(s) with a copy of the Rules and Regulations. The Sunset Harbour Handbook is a good source for rules.

- Proximity Card provided to Tenant Yes\_\_\_ No\_\_\_
- Only Members may use the vehicle storage area.
- Copy of Rules, Covenants and Restrictions and By-Laws and did you review them with the tenant? Yes\_\_\_ No\_\_\_
- Owners are reminded that it is their responsibility to make Tenants aware of POA Rules and Regulations. The Owner of Record is ultimately responsible for their tenants.
- Tenant Violations will be mailed to the attention of the property owners for their immediate attention.
- All charges, fees and/or Declarations will be imposed on the Property Owner if a Tenant is in noncompliance of the Association's Rules and Regulations.
- A Tenant's violation(s) is the responsibility the Property Owner

Please complete this form and return it to the Management Company.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date