

## The Dana Point Condominiums Rental Check List

**As soon as you decide to rent your unit, please do the following:**

- Check the governing documents of the association (Declaration, Rules and Regulations) to see if you are eligible to lease your unit. Owners who purchased after August 25, 2008 may not lease a unit unless you have obtained prior written hardship exemption from the Board of Directors.
- Obtain Intent to Lease Form from the on-site management office. Form must be received no later than 15 days in advance of a tenant move in. Obtain Lease riders and acknowledgement forms to be completed and returned.
- Locate all garage door openers and keys. (building, unit, mailbox, Pavilion, etc., make note of storage locker # and parking space #) Advise the Management Office if tenants are authorized to purchase or obtain keys in your name for the unit and amenities.
- Provide a copy of the current Rules and Regulations to your new tenant. Ultimately you are responsible for any charges, violations, or fees incurred by your tenant.
- Provide a fully signed copy of the lease, all riders, and acknowledgement forms to the on-site office no later than 10 days following the execution of a lease. Tenant information, owner information, and vehicle registration forms are also required.

**When your tenant is ready to move:**

- Pay the non-refundable \$150 move-in fee a minimum of 10 Days prior to the scheduled move-in date.
- Notify the office at least 48 hours in advance of move out to arrange for inspection and elevator padding (if necessary).
- Pick up elevator hold key no earlier than 24 hours in advance of moving date. Elevator key must be returned to the office the day after a move or a \$100 fine will be applied.
- Provide the management office with a copy of your renter's insurance. Renters are required to obtain renters insurance.
- Provide your number to the on-site office to be programmed for the intercom.