



# Ravenel Associates

Dear Cambridge Lakes Unit Owner,

It has come to the attention of our Managing agent, Ravenel Associates, and the board, that we need to update our files regarding rental agreements.

Here are the current requirements:

## 6. Leasing of Units

In an effort to maintain the property values of Cambridge Lakes, the following rules apply to homeowners who wish to lease their units to other individuals.

It is the responsibility of the homeowner to notify tenants and guests of the Rules and Regulations of the community. The Board of Directors shall hold the homeowner responsible for actions of the tenants and guests in violation of these Rules and Regulations.

6.1 All leases must be for a **minimum** term of six (6) months. A new, signed lease contract is required for each term of six (6) months or longer and must be submitted to the Community Manager. **Month to month rentals, even after a six month lease, are not acceptable.**

- Homeowners who wish to lease their unit **must** submit a copy of the signed lease agreement to management. Names of all occupants must be listed as a means of identification in case of an emergency. **Fines will be imposed for owners who do not submit copies of current leases. Please remember you are responsible for your tenant and rental management company.**
- **6.3 Telephone numbers for use in emergencies must be registered with the Community Manager.**
- **6.4 Homeowner is responsible for supplying the tenant with a copy of the Rules and Regulations. Applicable fines for violations will be charged to the homeowner.**

If your unit is being rented, then you are required to comply with the community's rules.

My CLD Unit # \_\_\_\_\_ is owner occupied.

X \_\_\_\_\_.

Owners Signature

Date

My CLD Unit # \_\_\_\_\_ is a rental unit.

Enclosed is a copy of the current lease and names and phone numbers of the occupants.

X \_\_\_\_\_.

Owners Signature

Date

Thanks for helping us update and complete our records.

Send leases, names, and numbers to:

**Cambridge Lakes HOA  
c/o Ravenel Associates, Inc.  
960 Morrison Drive, Suite 100  
Charleston, SC 29403**

Best Regards,

*Cambridge Lakes Board of Directors*