

Tenant Information Policy

Colony West Home Owners Association and Condominium Association (herein, Colony West) wishes to maintain a safe and enjoyable environment for all residents. There are many types of situations that require Colony West to contact individuals who are renting property within the Colony West community. In Illinois, owners who lease their units are legally obligated to provide specific tenant information to their home owners association, condominium association, or property management. This requirement is outlined in the Illinois Condominium Property Act (ICPA), particularly in Section 18(n)(ii) and the Common Interest Community Association Act.

Tenant Information Disclosure Requirements:

Timing: The unit owner must deliver a copy of the signed lease to the board of managers or its representative. If the lease is oral, a written memorandum of the lease detailing the lease terms must be provided. Providing this information must be done no later than the date of occupancy or within 10 days after the lease is signed, **whichever comes first**.

Content of the Information Disclosure: The disclosure should include:

- The tenant's name,
- The contact information,
- The lease terms.
- If the tenant has a motor vehicle: the make, model, and license number

Use and Disclosure of Information

Renter information will be used solely for operational purposes such as security, emergency response, and compliance with local regulations.

This information will never be sold or shared with third parties for marketing purposes. Colony West may disclose renter information with law enforcement or emergency personnel when required.

Renter data will be retained only for the duration of the lease and an additional 12 months if required for administrative purposes. Once no longer necessary, renter information will be securely disposed/deleted.

Consequences of Non-Compliance:

Failure to comply with these disclosure requirements will result in a \$100 fine and an additional \$100 for each additional month of nondisclosure. In addition, the association may file a joint action against both the tenant and the unit owner to prohibit the tenant from occupying the unit or to seek eviction under Article IX of the Code of Civil Procedure. The owner will be charged any and all costs of any legal efforts for violation of this policy.

Length of Lease Policy for Owners who rent a unit: (a) lease must extend for 6 months or beyond. If an owner places the unit for rent for less than 6 months the tenant can be evicted at owner's expense and a fine of \$300 for each individual listing and violation of the lease length policy.

For more detailed information or assistance, unit owners should consult with a legal professional familiar with the Illinois Condominium Property Act

Contact:

Colony West Property Management; IM High Maintenance, LLC
31 Colony West Drive
Champaign, IL 61820
217-359-3405

Effective Date:

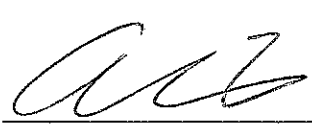
Approved By: HOA and Condominium Association Boards

COA Vote: 4

HOA Vote: 3



COA President



HOA President