



LEISURE VILLAGE ASSOCIATION, INC.

RECEIPT OF ALL DOCUMENTS

To ensure that all residents are aware of the Rules & Regulations surrounding the lease process, we are asking for a signature that you have read and understand all documents listed herein.

Following is a list of attached documents, some of which require completion and signature. They should all be thoroughly read and understood.

- 1) Association Information Form (AIF)
- 2) Article XVIII, the Rules & Regulations relative to the lease process
- 3) The LVA Lease Form (Leasing Leisure Village Property)
- 4) Your residential lease, which should be in compliance with Article 18.04 of the Leisure Village Rules & Regulations *(LVA does not supply this form)*
- 5) Delegation of Facilities Usage Rights Form
- 6) Pet Permit

IMPORTANT NOTES:

- a) A new tenant lease has a processing fee of \$80.
- b) Any place a document requests the name of the legal owner please state it as it appears on the deed.
- c) PLEASE REMEMBER THAT A NEW LEASE WILL NOT BE ACKNOWLEDGED UNTIL THE LEISURE VILLAGE GENERAL MANAGER HAS APPROVED THE LEASE. NEW MOVE-INS MUST MAKE ARRANGEMENTS THROUGH THE SAFETY & SECURITY DEPARTMENT, 805-484-2861, EXTENSION 223.

Please allow 7-10 business days for processing of the lease. This time period starts when all paperwork is received and all work is completed.

I have read and understand all the Leisure Village Association Rules & Regulations which are available on the website, in the phone directory, or can be obtained from the owner of the unit. I agree to comply with the Association during this process and during my tenancy.

Tenant Signature _____ Date _____

Tenant's Agent _____ Date _____

Owner's or Agent's Signature _____ Date _____

4/23/2021

200 Leisure Village Dr. Camarillo, CA 93012-6802 (805) 484-2861 Fax (805) 987-9069

LEASING LEISURE VILLAGE PROPERTY

The undersigned owner(s) will be leasing their home at _____ for:

1. A minimum of 30 days (or month-to-month).
2. For an extended period of time. From _____ to _____.

For the Association to issue gate passes to a tenant we require a copy of the lease packet. From that point forward it is only necessary to provide the Association with a copy of the lease packet when the tenant changes. However, we do require a copy of the lease only when extending a long-term lease. It is the responsibility of the owner to notify the Association Office when a tenant remains each month on a month-to-month lease.

Each new tenant lease requires a Service Fee of \$80.00. Service Fees for new tenant leases are to be paid by the owner and the correct amount shall accompany the lease packet.

Owner(s) by signature below, herein agree that they will be fully responsible for informing and requiring tenant(s) to abide by the Declaration of Covenants, Conditions and Restrictions (CC&Rs), the By-Laws and all Rules & Regulations duly-adopted by the Board of Directors of Leisure Village and have provided copies of the above-named documents to the tenant(s). The owners(s) shall continue to be liable for all financial obligations to the Association. Owner(s) may be called upon to evict tenants if they do not abide by the Rules & Regulations. Owner(s) lease must include that lease will not allow subletting or consent to sublet. The owner(s) intend that the home be occupied during the lease period by:

1. Mr/Mrs/Miss _____ Date of Birth _____
2. Mr/Mrs/Miss _____ Date of Birth _____
3. Mr/Mrs/Miss _____ Date of Birth _____
4. Mr/Mrs/Miss _____ Date of Birth _____

The owner(s) intend that the above-named individuals, during the time they occupy the home, shall be entitled to the use and enjoyment of all community facilities and services. The owner(s) waives all rights to use and enjoyment of the community facilities and services during the period of the lease.

OWNER(S) INITIAL

FOR STAFF USE ONLY

Verify that the Leisure Village Service Fee has been paid and received:

LVA Employee Signature _____ Date _____

*****THE FOLLOWING PAGE STATES YOUR RESPONSIBILITY TO THE RULES & REGULATION*****

The following are excerpts from the Leisure Village Association, Inc., Rules & Regulations that you are being asked to read and sign to:

1.01 The Association Board of Directors may take disciplinary action against resident or non-resident members of the Association, or any tenant, for breach of any Rules & Regulations, By-Laws, CC&Rs, or Articles of Incorporation, as provided herein. In all cases, however, the member (owner) is responsible for the actions of his or her tenants, as well as all guests, employees, invitees and other visitors of both the member (owner) and tenant. Disciplinary action authorized hereunder may consist of one or both of the following:

- a. A monetary penalty not to exceed \$100 for each case;
- b. Suspension of the right to use any facilities owned, operated, or managed by the Association for a period not to exceed thirty (30) days.

1.02 Before any disciplinary action is taken, any member or tenant shall be entitled to a hearing before the Board of Directors or other persons designated by the Board of Directors. The hearing shall be held not less than fifteen (15) nor more than twenty (20) days after mailing, by first class mail, the written notice of the nature of the violation, which notice shall also state the time and place of the hearing. Any member or tenant shall have the right to appear at said hearing in person, by counsel, or both, and shall have the right to present evidence on his or her behalf orally or in writing.

1.03 Failure to pay any monetary penalty within ten (10) days after imposition thereof shall constitute a separate offense.

1.04 In addition to the remedies specified in these Rules & Regulations, the By-Laws or CC&Rs, any member or tenant found to be in violation of these Rules, the By-Laws or CC&Rs shall be liable to the Association for any and all attorney fees and other costs incurred in enforcing these Rules & Regulations, the By-Laws, or the CC&Rs of the Association.

OWNER'S NAME_____ ADDRESS _____
OWNER'S SIGNATURE_____ _____
DATE SIGNED_____ _____
PHONE NUMBER_____ _____

As tenant(s) listed below, we certify that we have been fully informed by the owner(s) of this property of our complete responsibility to abide by the Declaration of Covenants, Conditions & Restrictions (CC&Rs), the By-Laws and the Rules & Regulations of the Association. We further certify that the owner(s) of this property has provided us with copies of ALL of the legal documents listed above. *We certify that ONE TENANT IS 55 YEARS OF AGE OR OLDER.*

TENANT SIGNATURE_____ DATE_____

TENANT SIGNATURE_____ DATE_____

COMPLETED BY_____ DATE_____

Reviewed by Leisure Village Association, Inc., General Manager

GENERAL MANAGER_____ DATE_____

4/22/2021

Leisure Village Association (LVA) Association Information Form (AIF) – Tenant

Please use this form to update yours and your spouse's information only. Addition tenants need their own form.

Place a line through areas you do not wish to have changed from previous forms. Failure to do so will result in blank fields on this document being removed from your account. All persons listed must be on a lease or other document provided by the owner as having permission to reside in the home.

Unit Address: _____
(Unit to be updated)

TENANT NAMES (Max 2 per form. Additional tenants or non-spouses need to fill out their own form)

First: _____ **Last:** _____ **Date of Birth:** _____

Home Phone: (____) _____ **Cell Phone:** (____) _____ **Email:** _____

First: _____ **Last:** _____ **Date of Birth:** _____

Home Phone: (____) _____ **Cell Phone:** (____) _____ **Email:** _____

PRIMARY MAILING ADDRESS check here if same as LVA Unit Address above.

Street Address: _____ **Unit#:** _____

City: _____ **State:** _____ **Zip Code:** _____

PERSONS TO BE NOTIFIED IN AN EMERGENCY (Legal Representative, POA, ect.)

(They will have access to your property if you are incapacitated or other extended absence, contact the Association office for further information)

1. **First:** _____ **Last:** _____

Home Phone: (____) _____ **Cell Phone:** (____) _____ **Email:** _____

Street Address: _____ **Unit#:** _____

City: _____ **State:** _____ **Zip Code:** _____

2. **First:** _____ **Last:** _____

Home Phone: (____) _____ **Cell Phone:** (____) _____ **Email:** _____

Street Address: _____ **Unit#:** _____

City: _____ **State:** _____ **Zip Code:** _____

SIGNED: _____

PRINT NAME: _____

Date: _____



LEISURE VILLAGE ASSOCIATION, INC.

DELEGATION OF FACILITIES USAGE RIGHTS

This form must be on file for all tenant-occupied property. If this form is not completed and returned to the Association Office, your tenants will not be allowed the use of the common facilities and passes issued to guests. A new form must be filled out with each change of tenants.

OWNER _____
(Please Print)

BILLING ADDRESS _____

HOME NUMBER _____ WORK _____ CELL _____

RE _____
(Village Address)

In accordance with Article 7.3 of the CC&Rs, I, as a Leisure Village homeowner, hereby delegate my rights of enjoyment of the common area and facilities to my following tenants:

FIRST & LAST NAME	MI	AGE	HOME PHONE	WORK PHONE	CELL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I understand that as the owner of record for the property described above I am responsible for informing my tenants of the Rules & Regulations and standards of the Leisure Village Association, Inc. I am aware that in the event of any misuse, abuse and damage to the common area and facilities by my tenants I may be held liable.

(Owner Signature)

(Date)

4/23/2021

