

Richmond Place Homeowner's Association

P.O. Box 13310 Savannah, GA 31416 912-236-7575

rphoa.bod@gmail.com

Leasing Registration - Pursuant to Article IX Leasing

In accordance with the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements for Richmond Place Subdivision, Owner(s) must register their leased property within fifteen (15) days after entering into a lease by completing this form in its entirety with all applicable information.

Property address: _____

| | |
|-------------------------|--|
| Owner(s) Name(s) | |
| Mailing address | |
| | |
| Phone number | |
| Email address | |

| | |
|------------------------------|--|
| Agent Name | |
| Agent company | |
| Agent address | |
| Agent phone and email | |

The above referenced property has been leased in its entirety a minimum of 9 months to:

| | |
|---|-------------------|
| Leasee | |
| Additional Occupants - Names and DOB (of all minors) | |
| Phone number | |
| Email address | |
| Lease begin: | Lease end: |

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It is understood by the owner(s) of the property commonly known as _____ that leasing within Richmond Place Subdivision is governed by the Amended and Restated Declaration of Covenants, Conditions, Restrictions, and Easements for Richmond Place Subdivision, recorded at Deed Book 1275, Page 0797, Bryan County, Georgia records (the "Declaration"). The Board of Directors must receive a copy of the Leasing Registration Form and the Amenity Access Card Registration within fifteen (15) days of lease signing date.

Owner and tenant acknowledge that both have read and agree to comply with the Declaration with the understanding that any violations of the Declaration, including but not limited to violations by the tenant(s), may result in deactivation of amenity card with associated fees and potential fines.

It is the responsibility of the property owner(s) and/or agent to inform the tenant(s) of any outstanding account balances or Covenant violations against the property that could negatively impact or impede the tenant(s) use of community amenities.

It is the responsibility of the property owner(s) and/or agent to inform the Board of Directors or its agent of any changes in lease terms or tenancy fifteen (15) days prior to effective change.

Agreed to this _____ day of _____, 20__ by the undersigned.

Owner/Agent : _____ Date: _____

Tenant(s): _____ Date: _____

_____ Date: _____

We encourage all residents of Richmond Place to register with our website www.richmondplacegahoa.com to stay informed.

The following information can be found on our website

- Covenants and Restrictions - Clubhouse Rental information - Social Events
- Resident Directory - Neighborhood Classifieds - Neighborhood news

Richmond Place is professionally managed by Premier Services and Management (PSM)

P.O. Box 13310

Savannah, GA 31416

912-236-7575

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AMENITY ACCESS REGISTRATION

All Richmond Place Homeowner Association Facilities are for the exclusive use and enjoyment of Richmond Place Homeowners Association (RPHOA) Members who are in good standing with the HOA, as well as residents of said Members' homes. RPHOA members may invite up to five (5) guests per property to use the pool and playground facilities and up to three (3) guests per property to use the tennis courts; however, a RPHOA Member/resident must be present at all times when their guests are present at any of the HOA facilities. RPHOA Members/residents are liable for any damage caused by themselves, household members, invitees, or guests during such use. All instances of damages, theft, or vandalism must be immediately reported to Premier Services & Management at 912-236-7575. Anyone observing such infractions is encouraged to make a report as soon as possible. (24 hour surveillance is used to aid in prosecution)

RPHOA Amenity Access Cards may only be presented / used by household members of a Richmond Place residence. Assigned access cards will be deactivated for any homeowner/resident not in good standing with the RPHOA and a \$25.00 deactivation/reactivation fee will be assessed to the respective homeowner's account. Sharing of cards is strictly prohibited. Lost, stolen, or damaged cards should be reported immediately to PSM and may be replaced for \$35.00. Only one card per residence will be issued.

Tenant Key Card will be activated for lease term specified.

The following information must be supplied prior to an access card being assigned to your home. Please print all information.

_____ Richmond Place Address

Owner's/Tenant Name: _____

Phone Number: _____ Email: _____

List names of all Occupants of above property as well as DOB of children:

| NAME | DOB | NAME | DOB |
|------|-----|------|-----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

By completing and signing this document, I hereby accept responsibility for all members of my household, invitees, and guests who access any of the RPHOA facilities. I have read/explained to all listed above the Richmond Place Rules and Pool Policies and those provided in this document. We understand that failure to comply as written may result in the suspension of all HOA privileges and the assessment of applicable fees & fines.

Renter Signature & Date

Agent Signature & Date

Eligibility verified Y/N Key Card # _____ Programmed on: _____

Received on: _____ Processed by: _____

QB: _____