**NOTICE TO ALL HOMEOWNERS WHO WISH TO LEASE THEIR UNITS:**

**THE FOLLOWING ITEMS ARE SHORELINE EAST REQUIREMENTS THAT MUST BE COMPLETED BEFORE A TENANT LEASES YOUR UNIT:**

Owner must submit a signed copy of the lease to Shoreline East Management Office

All required addendums must be signed and submitted on or before move in.

 Addendums include: a.) Addendum to Lease

 b.) Waiver of Liability for Valet Services

 c.) Shoreline East Move In Check List

 d.) Move in / Move Out and Delivery Rules

 e.) Signed receipt of Rules & Regulations

 f.) Notice of Receipt of Renter’s Insurance

 g.) Emergency Assistance List

All Addendums including House Rules & Regulations will be provided by Shoreline East Management

Copy of Proof of Renter’s Insurance

Copy of Driver’s License or State ID / current telephone number of tenant

Copy of Car Registration

A one-time $50 processing fee (paid by money order or cashier’s check) made out to Shoreline East Condominiums

The new tenant must reserve the elevator at least one (1) week in advance prior to their move. Move in dates are Monday through Fridays **ONLY** between the hours of 8am and 5pm. Management must know the exact date and hours the elevator will be needed. The middle elevator **ONLY** will be used for move ins. We will prepare and pad the elevator for the tenant’s use. All move ins will be conducted through the back entrance only.

Tenant will be issued a lobby key and a car decal to place in the lower left windshield of their car.

It is the Homeowner’s responsibility to review the House Rules and Regulations with their new tenant.

Pets are welcomed. There is a one-time $250 fee for dogs and cats. Pets must be registered with a copy of the registered pet to be held on file with Shoreline management along with a copy of the immunization records and a picture of the pet. No pets over 50 pounds. Shoreline does have a breed restriction so please check with management before move in.

All association dues MUST be current by the homeowner in order for tenant to have use of amenities such as valet service, penthouse rental or any other use of the common elements at Shoreline East Condominiums.