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1. **Purpose** – To establish the policy for GMFHOA property owners to provide notice of rental, names and contact information of the tenant and occupants, and tenant's acknowledgement of, and consent to, rules and regulations (Declaration of Covenants, Conditions and Restrictions) of the HOA.

2. **Scope** – This policy applies to all persons renting homes within GMF.

3. **Definitions** – Unless otherwise defined, the words, terms and phrases used herein shall have the same meanings as defined in the GMFHOA Declaration of Covenants, Conditions and Restrictions.

4. **Applicable References** –
 - 4.1. GMFHOA Website, www.gmfhoa.org
 - 4.2. GMFHOA Declaration of Covenants, Conditions and Restrictions (DCCR).
 - 4.3. GMFHOA By-Laws.
 - 4.4. Code of Virginia §55-509.3.1 & Virginia Property Owners Act (POA)
 - 4.5. GMFHOA Policy / Procedure Form 2015-01-01, Form for GMF Owners Reporting Property Rental to the HOA

5. **Policy** –
 - 5.1. GMF homeowners shall notify the GMFHOA Secretary if their property becomes a rental.
 - 5.1.1. Homeowners shall provide the name and contact information for the tenant and all occupants.
 - 5.1.2. Homeowners shall provide the GMFHOA Secretary with written acknowledgement of, and consent to, the GMFHOA DCCR, signed by the tenant.
 - 5.1.3. This information may be provided in person, by U.S. Mail, by UPS or FEDEX, or by Email (if by Email, the signed acknowledgement and consent must be attached).

- 5.1.4. This information must be provided by the homeowner within two (2) weeks of occupancy by the tenant.
 - 5.1.5. This information should be provided by using GMFHOA Policy Form 2015-01-01 available on the GMFHOA website.
 - 5.2. Provision of this information does not relieve the owner of their obligations under the GMFHOA DCCR.
 - 5.3. This policy complies with the Code of Virginia 55-509.3.1.
 - 5.4. A reminder of this policy will be regularly included in the GMF Newsletter as a way to promulgate the requirement to all owners.
- 6. Administration – GMFHOA Board:** Follow this policy. At each BOD meeting, review the status of any related active/open actions. The Board may revise this policy whenever necessary. This policy is established in accordance with Section 1.f of Article VII of the GMFHOA By-Laws.