

Establishing Rules Regarding Obligations of Landlords and Tenants in Fairlington Arbor

I. REGISTRATION OF TENANTS WITH ARBOR MANAGEMENT

- A. Unit Owners shall register all Tenants by submitting the following items to Arbor Management:
1. A completed and signed Lease Registration Form (appended to this policy); and
 2. A copy of the Lease Agreement.
- B. The required items shall be delivered either (a) in paper form to the Fairlington Arbor Office, 3472 #A1 S. Utah St., Arlington, VA 22206, (b) by e-mail to Arbor Management at facilities.fairlingtonarbor@gmail.com, or (c) in any other manner that the Board of Directors may later authorize.
- C. For lease agreements already in effect on the date of the adoption of this policy, the Unit Owner shall deliver the required items to Arbor Management no later than September 1, 2015.
- D. For all lease agreements that begin after the adoption of this policy, the Unit Owner shall deliver the required items to Arbor Management within 10 days of the beginning of the Lease Agreement.

II. UNIT OWNER RESPONSIBILITY TO TENANT REGARDING ARBOR RULES AND REGULATIONS

- A. Unit Owners shall provide to their tenants a copy of "Living in the Arbor," also known as the Fairlington Arbor Resident Handbook ("the Handbook"). The Handbook, which includes Fairlington Arbor bylaws and other rules, is available via e-mail from Arbor Management. A copy also is available on the Fairlington Arbor website at www.arboronline.net.
- B. Unit Owners shall ensure that tenants fully comply with all Fairlington Arbor rules and regulations, including but not limited to those in the Handbook. Unit Owners' obligations shall extend to a duty to evict any tenant who fails to comply with those rules and regulations.

III. ENFORCEMENT OF THIS POLICY

- A. The Arbor reserves all its legal remedies, including, but not limited to, the right to

compel eviction, and the assessment of special monetary assessments, and/or suspension of privileges, subject to the due process procedures set forth in 55-79.80:2 of the Code of Virginia, the Fairlington Arbor By-Laws, and other governing documents of the community. Any assessments imposed by the Board of Directors pursuant to this paragraph shall be made in accordance with the By-Laws and the Virginia Condominium Act, including the right to accelerate payments and recover attorney's fees and costs.

B. Arbor Management reserves the right to deny any Tenant the use of the recreational elements in the common area, including the Pool and Tennis Courts, unless and until the Unit Owner has returned the required items

Fairlington Arbor – Lease Registration Form

Pursuant to the policy enacted by the Fairlington Arbor Board of Directors, all Unit Owners who lease their properties must complete and return this form to Arbor Management. You also must deliver a copy of the Fairlington Arbor Resident Handbook to your tenants. An electronic copy of that handbook is available from the General Manager of Fairlington Arbor at 703.671.1575.

Date: _____ Unit Address: _____

OWNER INFORMATION

Unit Owner Name(s):		
Owner Current Address:		
Owner Phone(s):	Work:	Home:
	Cell:	Other:
Owner E-Mail(s):		
Other Contact Info in the Event of an Emergency:		

TENANT INFORMATION

Name(s):		
Tenant Phone(s):	Work:	Home:
	Cell:	Other:
Tenant E-Mail(s):		

I acknowledge that I have delivered a copy of the Fairlington Arbor Resident Handbook to the tenants.

Unit Owner