## English Village Condominiums 12 Ivy Hall Dover, DE 19904 Englishvillagedover@gmail.com 302-674-1252

Owner/Renter Packet

August 1, 2016

## **Packet Includes:**

- 1. Notice to Owners Who Are Landlords
- 2. English Village Rental Requirements
- 3. English Village Unit Owner/Renter Information Sheet



- 1. All renters at English Village Condominiums must have signed a lease for a minimum of one year. A copy of the lease is to be filed in the Property Management Office.
- 2. As is true for owners, as well as renters, there is a *move-in fee of* \$200.00 to be paid at the time of move-in to English Village Condominiums. Any excessive damage to hallways, doors or grounds caused by the move-in will be repaired and charged back to the owner.
- 3. In addition to the copy of the lease the management office needs the following.
  - a. Date of Move-in
  - b. *Emergency Numbers* for the tenant
  - c. **Vehicle** information
  - d. **Name and telephone of all residents** of the Condo including the names and ages of children who occupy the unit.
- 4. Renters also need to be made aware that there is **no provision made for a play area for children** and that there should be no play equipment (bikes, pools, roller blades, etc.) used on English Village grounds.
- 5. Renters must abide by all the *Rules of Conduct for English Village*. It is the responsibility of the owners to assure they have a copy of the Rules. In addition to the rules, renters need to be aware that they are *not allowed to have any pets.*
- 6. As an owner, you are responsible to assure your tenant has *access to the utility room* for purposes of internet and telephone hook-ups.
- 7. As an owner, it is also necessary for you to **provide FOB access** to the front door of your building and to resolve any issues with the **mailbox key.**

## English Village Condominiums Rental Requirements

/illage	This form is to be filed with a copy of the Lease Rental Agreement Office by condominium owners or their Real Esta		
	I/We, the tenants of Hall No have r intend to comply with the <b>Rules of Conduct</b> for English Villatime my/our lease is effective and I/we live in an English Villatine	lage for the period of	
	In addition, both the tenant and owner/agent acknowledge following criteria.	ge and agree to the	
*	Leases are effective for a minimum of one year.		
*	The number of people living in the unit cannot exceed two people per bedroom. This includes children of all ages.		
*	There is a <b>NO-PET POLICY</b> for renters.		
*	Parking and driving restrictions as detailed in the Rules of Conduct have been discussed and agreed upon.		
*	The owner is financially responsible for property damage caused by the tenant moving in or out of the condominium or at any other time during their residency at English Village.		
	SignedOwner or Real Estate Agent	Date	
	Signed		
	Renter	Date	
	Signed		
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## **ENGLISH VILLAGE CONDOMINIUMS**

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PHONE # OTHER:					
VEHICLES AND LICENSE PLATE NUMBERS					
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			Move-in Date PHONE # CELL # PHONE # CELL # OTHER:		

Date Submitted\_\_\_\_\_