

**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**



Notice to Owners Who Are Landlords of English Village Condos

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

UNIT OWNER'S INFORMATION **BUILDING & UNIT #** _____

NAME _____

ADDRESS _____

ADDRESS _____

CITY: _____ STATE _____ ZIP CODE _____

HOME PHONE # _____ WORK # _____

CELL PHONE # _____ PAGER # _____

EMERGENCY CONTACT: _____

PHONE NUMBER _____

TENANT INFORMATION **Move-in Date** _____

NAME _____ PHONE # _____

WORK # _____ CELL # _____

NAME _____ PHONE # _____

WORK # _____ CELL # _____

EMERGENCY CONTACT: _____

PHONE # _____ OTHER: _____

VEHICLES AND LICENSE PLATE NUMBERS

Type _____ License # _____ State _____ Exp. Date _____

Type _____ License # _____ State _____ Exp. Date _____

Type _____ License # _____ State _____ Exp. Date _____

Date Submitted _____