

**THE HIGHWOOD CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS FOR LEASING**

- No more than twenty-five (25%) percent of the total number of Units (i.e. 12 total Units) at the Highwood Condominium Association may be leased at any given time. The Board of Directors and/or Property Manager shall maintain a Leasing Waiting List and notify the next Unit Owner on the Waiting List when the number of Units being leased has decreased below twenty-five (25%) percent of the total Units. All requests to be placed on the Leasing Waiting List must be in writing and delivered to the property manager. The order of the Leasing Waiting List will be established based upon the date that the request is received by the Property Manager.
- All future landlords must provide the following information to the management company within 10 days of renting their apartment:
 - (1) Current contact information for all Owners;
 - (2) Current contact information for all residents or occupants of the Unit
 - (3) A copy of the current Lease with all other applicable paperwork.
 - (4) All leases must be in writing for a term of no less than one (1) year.

Failure to meet these requirements can result in penalties and fees levied by the Association and loss of rental privileges.

- All requests to lease a Unit must be submitted to the Board of Directors for pre-approval along with a draft lease.
- The Unit Owner is required to perform a background check for any proposed tenant and submit the results to the Board of Directors within seven (7) days of the date of tenant's application. If the Unit Owner fails to submit a background check within this timeframe, the Board of Directors shall have the right to order a background check and assess the cost to the Unit Owner. The Board of Directors has the right, within its sole discretion, to reject a proposed lease based upon the information obtained from said investigation and/or based upon the Unit Owner's failure to obtain and submit the results of the background check.
- The landlord/Unit Owner, at his or her sole expense, must provide the tenant and/or occupant with a complete copy of the governing documents and all duly adopted amendments.
- The landlord/Unit Owner shall be obligated, at his or her sole expense, to enforce the tenant and/or occupant's compliance with the governing documents.

- Landlord/Unit Owner and tenant/occupant shall be jointly and severally liable for any violations of the governing documents and/or damage to the Common Areas by the tenant/occupant or their guests and invitees.
- The Unit may only be occupied by the individual(s) that are a party to the lease. The maximum number of individuals occupying a Unit shall be no more than the maximum number of occupants permitted by the Ordinances of the City of Pittsburgh.
- The Board of Directors may adopt additional reasonable Rules and Regulations regarding leasing of Units at the Highwood Condominium Association, to be amended from time to time.