

**COROMANDEL TOWNHOME
RULES AND REGULATIONS**

Addition to Existing Rules
Move In/Administrative Fee Policy
As amended April 18, 2025

- A. In the event of a sale or transfer of ownership of any Unit or the leasing of any Unit, the Property Manager must be notified at least thirty (30) days in advance of the effective date of such conveyance, mortgage, or lease; or the unit owner will be subject to a fine at the discretion of the Board of Directors. Such notice shall include, at a minimum, the Unit address, names of any mortgage holders, new owners' names and the effective date of the conveyance, and full copy of lease with tenants' names, if applicable.
- B. At the time of a change in occupancy, whether a new owner or tenant, the new owner of the Unit will pay a non-refundable *Move In/Administrative Fee* charge of \$500.00. At the time of a lease renewal, a \$250.00 non-refundable *Administrative Fee*, will be assessed and paid by the owner of the Unit. Such charges will be paid in full at the time that required notice be given to the Property Manager.
- C. Prior to a Move In of this subject Unit, arrangements are to be made with the Property Manager to provide and acquire the following:
1. Townhome Rules & Regulations
 2. Occupant Welcome Packet
 3. Date/Time of Occupant Move-In
 4. Vehicle Registration
- D. The Unit Owner will be responsible for the actions of and for any damage or debris created by a moving company and their employees or any other persons involved in the Move In/Move Out. In the case of the leasing of a Unit, the Unit Owner assumes responsibility for the actions and any damage caused by the tenant or other occupant.
- E. Those Units that are leased on the effective date of this Amendment, may be leased without falling subject to this rule until such time as there is a new lease or a renewal on that unit.
- F. In the case of a lease of a Unit, the Unit Owner will be responsible for payment of all the above-listed charges.