

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
3040 Riviera Heights Drive
Kelseyville, CA 95451
(707) 279-2245

PROPERTY OWNERS' SHORT-TERM RENTAL INFORMATION FORM

The CC&R's of the Riviera Heights Homeowners' Association (the "Association") allow property owners to rent or lease their properties for a term not less than 30 days. Any short-term rental or lease of a property owner's real property located within the Association is also subject to the provisions of the Association's Governing Documents and other rules. The Association's Governing Documents and other rules shall be deemed incorporated by reference into any lease or rental agreement for real property located within the Association. Each Owner/Lessor is also required to provide all Tenants/Lessees access to a current copy of the Governing Documents and other rules governing, for example, use of the Association's amenities and common areas. Each Owner/Lessor is responsible for insuring full compliance by Tenants/Lessees with the Association's Governing Documents and other rules for the duration of the Tenants'/Lessees' occupancy and use of the rented real property.

Each property owner is required to timely notify the Association's Secretary of the names and contact information for any and all Tenants/Lessees and known occupants of the Owner's/Lessor's real property. Such information shall be provided prior to the Tenant's/Lessee's assuming occupancy of the property. Such information shall include the names of and contact information for all persons to whom an Owner/Lessor has delegated any rights to use and enjoy property and/or improvements located within the Association's grounds. Such information shall also include a statement of the relationship that each such person bears to the Owner/Lessor and the anticipated duration of any short-term rental. When renting or leasing real property located within the Association to other persons, property owners are asked to please provide the information requested below, and to timely deliver the requested information to the Association's business office. If the space provided below is insufficient, property owners are asked to attach to this report additional pages as may be necessary and appropriate.

OWNER'S NAME: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S CONTACT NUMBER(S): _____

RENTAL PROPERTY ADDRESS: _____

TENANT NAME(S): _____

TENANTS' MAILING ADDRESS: _____

TENANTS' CONTACT NUMBER(S): _____

TENANTS' ANTICIPATED MOVE-IN DATE: _____

TENANTS' ANTICIPATED MOVE-OUT DATE: _____

TENANT SIGNATURE(S): _____ DATE _____

OWNER SIGNATURE(S): _____ DATE _____

APN# _____

Received by Association: _____ DATE: _____