

Somerset Condominiums Association  
P.O. Box 3796, Boulder, CO 80307-3796

**RENTAL NOTICE – TENANT REGISTRATION**

- Owners who choose to rent their units to tenants are required to comply with all city, county and state regulations, and have a valid, unexpired **City of Boulder Rental Housing License** for their unit(s).
- Owners must fill out and return this form (or provide in writing the information requested herein) ***at the time of each new rental***, along with a copy of the lease.
- The documents may be dropped off in the lockbox located to the right of the mailboxes, mailed to the Somerset Condominiums Association at the address on top of this form, or e-mailed to the Board of Directors (office@somersetcondominiums.org).
- Refer to and comply with the regulations listed at the end of this document, as well as the Somerset Condominiums Declaration (and amendment), By-laws, and Somerset Rules & Regulations.

Thank you for your prompt attention to this matter.

**Somerset Condominium Property Address:** \_\_\_\_\_

**City of Boulder Rental Housing License Number:** \_\_\_\_\_

Rental Housing License Expiration Date: \_\_\_\_\_

• • •

Beginning Date of **Lease:** \_\_\_\_\_ End Date of **Lease:** \_\_\_\_\_

• • •

**TENANT 1**

First and Last Names: \_\_\_\_\_

Phone number(s): home: \_\_\_\_\_; mobile: \_\_\_\_\_; office: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Vehicle description(s) & state license plate number(s): \_\_\_\_\_

**TENANT 2** (if more than one tenant)

First and Last Names: \_\_\_\_\_

Phone number(s): home: \_\_\_\_\_; mobile: \_\_\_\_\_; office: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Vehicle description(s) & state license plate number(s): \_\_\_\_\_

**TENANT 3** (if more than one tenant)

First and Last Names: \_\_\_\_\_

Phone number(s): home: \_\_\_\_\_; mobile: \_\_\_\_\_; office: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Vehicle description(s) & state license plate number(s): \_\_\_\_\_

**TENANT 4** (if more than one tenant)

First and Last Names: \_\_\_\_\_

Phone number(s): home: \_\_\_\_\_; mobile: \_\_\_\_\_; office: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Vehicle description(s) & state license plate number(s): \_\_\_\_\_

**TENANT 5** (if more than one tenant)

First and Last Names: \_\_\_\_\_

Phone number(s): home: \_\_\_\_\_; mobile: \_\_\_\_\_; office: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Vehicle description(s) & state license plate number(s): \_\_\_\_\_

• • •

**List all pets that will be residing in the unit during this tenancy:**

Pet Breed(s) \_\_\_\_\_ Colorations \_\_\_\_\_

*(Please make sure your tenants all understand the Pet Policies in the Somerset Rules & Regulations.)*

• • •

**Are you the parent or child of your tenant(s):** Yes \_\_\_\_\_ No \_\_\_\_\_

*(This affects how the percentage of rental units is calculated for mortgage purposes.)*

• • •

**Date:** \_\_\_\_\_

**Owner's Printed Name:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

*(electronic signature is ok)*

# Somerset Condominiums Association

## RENTAL POLICY REGULATIONS

- 1) Short-term occupancies and rentals of less than six (6) months are prohibited.
- 2) All leases or rental agreements shall be in writing and *shall provide that the leases or rental agreements are subject to all terms of the Somerset Condominiums Association's governing documents*, which shall include the Somerset Condominiums Declaration, Articles of Incorporation, By-laws, Rules and Regulations, and Policies. All these governing documents are available on the Somerset website: [www.somersetcondominiums.org](http://www.somersetcondominiums.org).
- 3) ***At the time of each new tenancy or change in tenancy***, an Owner who leases his or her Unit shall provide the Association with a copy of the current lease and tenant information, including the names of all occupants, vehicle descriptions, including state license plate numbers, and any other information reasonably requested by the Association or its agents.
- 4) Additional information can be found in the Limited Amendment to the Condominium Declaration dated February 22, 2011.
- 5) As per the Condominium Declaration, Section 27, each owner must register his/her mailing address with the Association.
- 6) Landlords must comply with all City of Boulder zoning and land use regulations, including those pertaining to over-occupancy of a unit, which may result in criminal prosecution of the landlord, the tenant, or both. (As of July 5, 2010, a maximum of four unrelated people per unit is allowed in the residential zone where Somerset is located.)
- 7) "In no event shall any unit be occupied by more than five (5) persons" (Condominium Declaration, section 29, par. H.)
- 8) Owners who choose to rent their units to tenants are required to comply with all city, county, and state regulations, and have a valid, unexpired City of Boulder Rental Housing License for their unit(s).
- 9) The Somerset Condominiums Association has no contractual relationship with an owner's agents or tenants. Owners are liable for the acts of their tenants. A tenant's failure to comply with the governing documents and policies of the Association is a violation, which becomes the responsibility of the owner. Violations are dealt with following the Association's *Policies and Procedures for Covenant and Rule Enforcement*.

Note: The By-laws empower the Somerset Condominiums Association Board of Directors to evict tenants for cause.