

**339 Ocean Boulevard Owners' Association
Unit Owner – Intent to Rent Form**

Renting is allowed per 339 HOA By-Laws subject to restrictions and rules. The rental period is from May 1 – September 30 on a *WEEKLY* basis. All other times the rental term is *Monthly* at a minimum. A renter is defined as occupation of the unit by anybody other than the owner, and that occupation does not have to be for money. The town of Hampton limits the number of occupants in a rental unit to 6 people maximum.

Unit owners who intend to rent their unit are required to complete this form each year & return it to CP Management *prior* to the *FIRST* renter occupying the unit. This information must be on file with CP Management in the event an owner needs to be contacted in regards to any rental issue. Each unit owner is responsible for providing updated contact information to CP Management.

Rental year: _____ Unit #: _____

Unit Owner(s): _____
(Please print)

Contact phone(s): _____

Contact email(s): _____

Will a rental agent be involved?

If yes, list name and contact information

Business Name: _____

Agent Name: _____

Address: _____

Phone Numbers: _____

List point of contact for problem resolution. They must be available 24/7.

Primary

Name: _____

Phone(s): _____

Secondary

Name: _____

Phone(s): _____

The owner of the unit being rented must obtain all local and state requirements:

1. Certificate of Rental Occupancy form (Town of Hampton) _____
Expiration Date
2. "Meals & Rentals Tax Operators License" from the State of New Hampshire.

Expiration Date

You are responsible for maintaining current requirements and then forwarding them to CP Management. Our HOA insurance requires this be on file.

You are responsible for vetting your renters. Safety is all of our concerns.

If you create a "Renter's Manual" or "Orientation Package," it **must** include a copy of the 339 HOA renter rules and regulations. You are responsible for all actions of your renters and guests. You are responsible for all damages to the HOA common areas created by your renters or guests. You are responsible for your renter's and their visitor's compliance, to the 339 HOA renter rules and regulations. If a violation occurs, every attempt will be made to notify you immediately in order that you can resolve the issue. If we are unable to reach you or your designated available contact that you have listed, then other options will be exercised.

Give your renter their parking placard and pay special attention to reviewing this policy with them. If they park anywhere other than the spaces you assign them, their vehicle may be towed. The parking placard **MUST** remain on the renter's vehicle dash driver's side in clear view. This is how your contact information will be obtained. Renters or their visitors cannot use the visitor's parking space or the handicap spaces.

Non-Compliance of any 339 HOA Declaration, By-Laws, Amendments, HOA Rules and Regulations will result in fines issued to the residential owner responsible for the renter, guest, or visitor.

This is my acknowledgement and pledge that I will abide by the 339 Ocean Boulevard Condominium Homeowners' Association owner renter responsibilities, rules and restrictions.

Owner's signature

Date

Sam Raynor <samr@cpmanagement.com>

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