

QUEEN'S LANDING CONDOMINIUM ASSOCIATION

RENTAL UNIT REGISTRATION FORM

UNIT # _____

Please mail to: Queen's Landing Association
500 Queen's Landing Drive
Chester, Maryland 21619

Office: (410)-643-5192
Fax: (410) 604-2712
Email: office@queenslanding.org

COMPLETE ENTIRE FORM. IF ADDITIONAL SPACE IS NEEDED, PLEASE USE
REVERSE SIDE OF FORM

SECTION I – UNIT OWNER INFORMATION

**Unit Owner MUST Set Up An On-Line Account On The
Tidewater Portal For Communication Purposes**

1. Unit Owner(s):

Last Name	First Name	Home Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Unit Owner's Mailing Address:

3. Unit Owner's Emergency Contact Information:

4. Unit Owner's Insurance Contact:

Insurance Agency	Agent Name	Phone Number
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Insurance Carrier	Policy Number	Expiration Date
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5. Unit Owner's Realty Company or Individual Agent:

Is there a real estate company or individual agent leasing and managing the unit on behalf of the owner? Yes ____ No ____ If yes, complete the information below:

Real Estate Company Name: _____

Address: _____

Agent's Name: _____

Agent's Daytime Phone: _____

Agent's Cell Phone: _____

SECTION II – TENANT/RESIDENT INFORMATION

1. Tenant Information (Names listed on Lease Document):

Last Name	First Name	Home Phone	Cell Phone
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2. Tenant's Email Address: _____
Secondary Email Address: _____

3. Resident Information (List all persons who will reside in Unit and date of birth for all minor children under 18 years of age):

Last Name	First Name	Home Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Employment Information

Employer: _____
Contact Phone Number: _____
Alternate Phone Number: _____

5. Motor Vehicles:

Make	Model	Year	State	Tag Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. Pets

7. Renters Insurance Policy Information:

Insurance Agency	Insurance Carrier	Policy Number
_____	_____	_____

8. Emergency Contact:

Designated Contact Name: _____
Relationship to Tenant: _____
Home Phone: Cell Phone: _____

TENANT'S REPRESENTATIONS:

By my/our signature(s) below, I/we affirm the following:

1. I/we acknowledge receipt of the Queen's Landing By-Laws and Rules and Regulations and agree to abide by them.
2. The information provided hereon is true and complete.

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

UNIT OWNER'S REPRESENTATIONS:

By my/our signature(s) below, I/we affirm the following:

1. I/we represent that we have provided the tenants with the Queen's Landing By-Laws and Rules and Regulations. Also, we have specifically notified the tenants that these documents are posted on the Tidewater Management Company portal at www.tidewaterproperty.com
2. Management has been provided keys to the unit in case of emergencies
3. The information provided hereon is true and complete.

Unit Owner's Signature: _____ Date: _____

Unit Owner's Signature: _____ Date: _____

ADDENDUM TO LEASE

THIS ADDENDUM TO LEASE is made and attached to the lease for Unit: _____
Dated: _____ between _____
(Landlord) and _____
_____ (Tenant).

WITNESSETH THAT:

In consideration of the mutual covenants, promises and agreements contained in the Lease and herein, the receipt of which is hereby acknowledged, Landlord and Tenants(s) hereby agree as follows:

1. The Lease is subject to and subordinate in all respects to the provisions of the Queen's Landing Counsel of Unit Owners, Inc., ("Association") Governing Documents together with any and all exhibits and schedules, and the Rules and Regulations of the Association, as the same may be amended from time to time. In the event of any inconsistency between the Lease on the one part and the provisions of the Association Documents or Rules and Regulations on the other part, the provisions of the Association's Governing Documents shall prevail.
2. The lease grants Tenant a leasehold estate interest in the Unit. Landlord retains all membership rights in the Association including, without limitation, the right to vote. The right of the Tenant to use and occupy the premises shall be subject and subordinate in all respect to the provisions of the Association's Governing Documents as may be revised from time to time.
3. Tenant acknowledges receipt of a copy of the By-Laws and the Rules and Regulations of the Association and that those documents are posted on the Queen's Landing website and Tidewater Portal. Tenant agrees to abide by and comply with all provisions of the Association's Governing Documents, as may be revised from time to time, and tenant further acknowledges that Tenant's failure to comply with the terms of the Association's Governing Documents shall constitute a material breach of the Lease Agreement.
4. Landlord shall register Tenants and Occupants of the lease by submitting the following documents to the Association's Association Manager within ten (10) days of the starting date of the term of the lease.
 - a. A completed and signed Rental Unit Registration Form which can be obtained at the Tidewater Portal, the Queen's Landing website or the Queen's Landing Office.
 - b. A signed copy of the Lease.
 - c. A signed copy of the Association's Addendum to Lease,
 - d. Proof of Renter's Insurance.
 - e. Payment in the amount of One Hundred (\$100.00) dollars for the Rental Registration Fee.
 - f. A set of keys to the unit so that the Association can gain access to the unit in the case of an emergency.
5. After the execution of a completed and signed Addendum to Lease, Unit Owners that have tenants residing in his or her unit shall pay a Rental Unit Registration Fee of One Hundred dollars (\$100.00). This fee shall be independent of, and shall have no effect upon, any other required fees. This fee is intended to compensate the Association for the administrative costs associated with the registration. This fee may be reviewed annually

by the Board of Directors and adjusted as necessary. Payment is due upon the execution of a completed and signed Addendum to Lease. Any payment that is not received within ten (10) days of commencement of an Addendum to Lease for a Tenant shall be considered late and subject to a late charge and the collection procedures contained in the Queen's Landing Governing Documents.

6. Condition of Premises; Repairs; Inspection; Use
 - a. The premises are hereby acknowledged to be in a safe condition permitting habitation and Tenant accepts said premises in such condition. Tenant agrees to keep the premises in a good, clean condition; to make no use or occupation of the premises other than as stated herein; to make no alterations, additions or changes in the said premises or the fixtures thereof (nor to permit such to occur) without the written consent of the Landlord; and with respect to the General Common and Limited Common Elements and the Board of Directors, to commit no waste thereon; to obey all laws, ordinances and the Association's Governing Documents.
 - b. The tenant agrees to promptly report to the Landlord or in an emergency to the Association Manager, any defect or need for repairs for which the Association is responsible.
 - c. In addition, Tenant specifically agrees that the use of the premises shall conform to the following:
 - i. **Right of Access**: the Board or its authorized designee, on behalf of the Association, shall have an irrevocable right to enter the leased unit to inspect the same or make repairs when such inspection or repairs appear necessary for public safety or to prevent damage to the Unit, adjacent Units, Common Elements, or to enforce the provisions of the Association's Governing Documents. The Board or its authorized designee shall give at least twenty-four (24) hours' notice to the Owners and Tenants of any Unit to be entered for the purpose of inspection or repairs. Should any Owner or Tenant, after twice being given notice, fail to allow access to his or her Unit for inspection or the performance of repairs, the Board may affect such needed access at the Owner's expense. An entry by the Board or its authorized designee, on behalf of the Association, for the purposes specified in this Section shall not be considered a trespass as provided in the Association's By-laws. Any cost of effecting access and any maintenance, repair or replacement made by the Board to a Unit shall be assessed against the Owner's Unit and shall become a continuing lien against the Unit and the personal obligation of the Owner pursuant to the By-Laws, and shall be collected in the same manner as an assessment.
 - ii. **Assignment or Subleasing**: Tenant agrees and covenants not to assign, sublet or transfer said premises. Any attempted assignment or sublet shall be void and shall constitute a material breach of the Lease.
 - iii. **Tenants and Occupants**: Landlord and Tenant state for the benefit of the Association that there shall be no other tenants or occupants of the premises except as named on the Lease Registration Form and that the Landlord and Tenant acknowledge that the number of persons in the proposed Tenant household shall not be greater than two (2) persons per bedroom.

- iv. **Use of Common Elements:** The Landlord hereby transfers and assigns to the Tenant for the term of the Lease any and all rights and privileges that the Landlord has to use with respect to the Common Elements of the Association. Pursuant to Article 4, section 4.4 (c) of the Declaration, the Landlord **assigns / does not assign** (choose one by circling – if one is not chosen it will be deemed to have been assigned) to the Tenant the right to utilize the recreational facilities. If the Landlord assigns his or her rights to the Tenant, the Landlord or his or her family may NOT use the recreational facilities, provided however, that the Landlord may use the Queen's Landing Community Room as stated in the Rules and Regulations. Landlord and Tenant acknowledge that the Association reserves the right to withhold from the Tenant access to the Common Element amenities in the event that the Tenant fails to comply with the Governing Documents of the Association.
- v. **Remedies of the Condominium:** Landlord and Tenant acknowledge that the Association is the Third-Party Beneficiary of the Lease and this Addendum to Lease and that the Board shall, after forty-five (45) days written notice to Landlord, have the power to terminate the Lease with cause as if it were the Landlord, or to bring summary proceedings to evict the Tenant in the name of the Landlord in the event of a default by the Tenant in the performance of any provisions of the Lease, the Addendum to Lease, or any Association's Governing Documents. Landlord hereby appoints the Association and its agents as his or her attorney-in-fact to take all actions that it deems appropriate on his or her behalf. All costs and attorney's fees incurred by the Association in resolving issues or to evict the Tenant will be assessed against the Unit and the Unit Owner.
- vi. **Rental Payments When the Unit Owner is Delinquent:** In the event the Unit Owner is delinquent in paying any sum assessed against the Unit, then all proceeds from the Lease shall be paid to the Association and applied towards the delinquent amount. The Tenant and Unit Owner Landlord or his or her agent, if applicable, will be given notice in writing by the Association's Management Company with instructions as to how and where to send the Tenant's rental payments to the Association until such time the Unit Owner Landlord's account is current. the Association's Management Company Will instruct the Tenant when to resume paying his or her rent to the Unit Owner Landlord or his or her agent.
- vii. **Binding Effect:** It is mutually understood and agreed that all the covenants and agreements contained in this Addendum to Lease shall be binding upon the benefit of their heirs, personal representatives, successors and assignee(s) of the Landlord, Tenant and the Association. Further, the parties agree that all the covenants and agreements contained in this Addendum to Lease shall prevail. Further, in the event that two or more persons or entities are listed above as Tenants, the liability of such persons or entities shall be joint and several.
- viii. **Default:** It is understood and agreed that this Addendum to Lease is and shall be subject in all respects to the Association's Governing Documents and that any failure by Tenant to conform with the foregoing shall constitute a default under this Addendum to Lease which may be cured by Landlord in the manner set forth in the Lease Agreement and which may

be further cured by the Association in the manner set forth in Paragraph 6(c)(5) hereof.

7. Insurance

- a. Tenant acknowledges that Tenant is required to obtain and maintain a Renter’s Insurance Policy which provides both property damage and liability coverage for the Tenant and his or her guests during the term of the Lease. The liability coverage provided by said policy shall be not less than \$100,000.00. Tenant shall provide Landlord and Management with a Certificate of Insurance evidencing compliance with this section. Failure by a Tenant to obtain or maintain renter’s insurance will be deemed a material breach of the Addendum to Lease. Landlord acknowledges and states for the benefit of the Association that Landlord is responsible for ensuring that the Tenant obtains and maintains the proper renter’s insurance policy referenced above. In the event that the Tenant fails to obtain or maintain a renter’s insurance policy, the Landlord acknowledges that he or she is personally liable for any damage which is not covered by the Association’s Master Casualty Insurance Policy or Landlord’s insurance policy, if any.
 - b. Landlord acknowledges and states for the benefit of the Association that in the event of an insured loss to a Unit or Common Element under the Association’s Master Casualty Insurance Policy, if the loss is caused by anything in a Unit or for which the Landlord as the Unit Owner has the maintenance, repair or replacement responsibility, then the deductible amount of \$5,000.00 (five thousand dollars) or such greater amount as may be permitted from time to time by the Maryland Condominium Act under the Master Policy shall be paid by the Landlord or his or her tenant, guest or invitee. The cost of the deductible shall constitute a lien upon the Unit and collected in the same manner as an assessment.
 - c. Landlord and Tenant acknowledge and agree that in the event of an insured loss under the Association’s Master Casualty Insurance Policy caused by the negligence or willful misconduct of Tenant, the insurance carrier has the ability and the right to subrogate any and all claims against the Tenant.
8. Landlord acknowledges that he or she is required to provide the Association with his or her current mailing address and phone number, and must notify the Association of any change of the Landlord’s address within ten (10) days of the change.
9. The Lease and this Addendum to Lease shall be governed by and construed in accordance with Maryland Law.

IN WITNESS WHEREOF, the parties hereto have caused this **Addendum to Lease** to be duly executed on _____.

LANDLORD: Name: _____
 Address: _____

 Phone(s): _____

TENANT(S): Name: _____

Address: _____

Phone(s): _____

Name: _____

Address: _____

Phone(s): _____

Name: _____

Address: _____

Phone(s): _____
