



VILLAGE SHIRES

COMMUNITY ASSOCIATION

3001 EAST VILLAGE ROAD
HOLLAND, PENNSYLVANIA 18966
PHONE: 215-968-0618 • FAX: 215-968-0233

Off Site Owner or Landlord Information

Lease Tenant Addendum (LTA): Complete, sign and return this form filled out in its entirety including tenants phone numbers and e-mail. Include a check for \$50.00 or \$100.00 depending on which community the property is located (check with office). Make check payable to "VSCA" (Village Shires Community Association). Include a copy of the lease signed by all parties. Lease Tenant Addendums must be approved by a Board member before the tenant takes occupancy. Each community has their own LTA. Please make sure to use the correct form.

Please note: There is a \$100.00 fine for un-registered tenants. The fine increases every 30 days the tenant remains un-registered (see Village Shires Enforcement Policy for details).

Pool Tags: - Pool tags will not be issued to tenants until they are registered and approved. Tags will only be issued to occupants who are on the lease. Owner account must be paid in full before pool tags are issued to tenant. No pool tags will be issued if there are any uncorrected violations on owners account.

Rules & Regulations: Provide your tenant a copy of all necessary documents. Please review the documents and enforcements with them to make sure they understand all of the policies and rules including pet policy, trash policy and pool/tennis rules. Please inform your tenant what items are allowed/not allowed to be left outside on balconies, patios and other areas.

Unit Occupants: All occupants of the unit must be on the original lease.

Vehicles: Please remind your tenant that all vehicles must have current inspection, current registration and be in decent condition with no flat tires. Vehicles are not permitted to be stored in the parking areas or sit for any period of time longer than two weeks. No commercial vehicles, vehicles with commercial lettering or oversized vehicles are permitted in any condominium development. For safety reasons tenants should be reminded of speed limits in parking areas and roadways within Village Shires.

Property Managers: If you are using a Property Manager please provide our office with contact numbers and e-mail address.

Owner Contact Information: Please confirm with our office that your mailing address and phone numbers are correct on your account.

Each time a new tenant occupies your unit the above information applies. A new lease, LTA and lease fee will be required.

