

Chattahoochee Hills HOA
c/o GW & Associates, Inc
1585 Old Norcross Road, Suite 101
Lawrenceville, GA 30046

Dear Landlord,

You own a home in Chattahoochee Hills that you purchased as an investment. We hope you do well with your property and the Homeowners Association is ready to assist you.

With the purchase of property you take on a large responsibility. You have chosen to purchase in a neighborhood committed to keeping the homes firmly in the single family, professional or retired category. In these economic times it is important that you find a tenant that will pay rent on time and live by the Community Guidelines.

Any problem we have with the tenant reflects on you and you will receive the fine if your tenant misbehaves.

Attached are two pages.

- The first page is yours to keep and may assist you as you examine possible tenants.
- The second page should be copied several times because it has information for the tenant.
 - The tenant should sign two copies and keep one copy for themselves
 - You should retain the second copy for your files.

Please call on us when we may be of assistance.

Sincerely,

Chattahoochee Hills HOA

Chattahoochee Hills **Landlord** Information

Let's Work Together

Landlords want good people who pay rent on time and take good care of the property both inside and out. The homeowners association wants good neighbors who live by the guidelines and take good care of the property on the outside. The homeowners association wants to work with our landlords/homeowners so that both parties get what they want. **Community website:** <http://chatthills.net/>

Professional Help for Landlords

Clark Howard (<http://clarkhoward.com/>) a national expert on business, who is also a landlord, encourages landlords get information, rental forms and other assistance from:

- **Website:** <http://landlord.com/>

Clark urges landlords to do both a credit and criminal background check on prospective tenants and have the tenants pay for it. Taking a little longer to find the right tenant is cheaper than having a bad one removed. If you have to make someone move, they may vandalize the house to "get even". To get a complete background check, you can call or email:

- **National Tenant Network** Ph: 770-517-3456 FAX: 770-517-3775
Email: ntn-atlanta@ntnonline.com Website: <http://ntnonline.com/>

Check your property every three months to confirm the condition.

- **Individual homes: Make sure you hire someone to do the yard work IF the tenant does not do it.**
- **All Homes: Must be kept neat on the exterior. No newspapers or trash in the yard.**

Use of Swimming Pool and/or Clubhouse by Tenant

If you allow the tenant to use the pool or the clubhouse, the person listed on the property deed must write a letter telling the management company to issue a pool key to the tenant. The owner will not be able to use the pool or clubhouse once they designate the tenant.

- Remember to get the pool key back from the tenant when they move. A replacement key is \$75.00
- If the clubhouse is damaged beyond the deposit of \$100.00, the rest of the repair will be charged to the landlord.

Pets

If you permit pets, especially dogs, remind the tenant to use a pooper scoop when they walk the dog. All pets must be kept INSIDE the house.

Number of People Allowed

Make sure your lease states the **MAXIMUM** number of people who can live in the house. The townhouses cannot accommodate a large family. Gwinnet law specifies one family with no more than two immediate family persons per bedroom. A Single adult roommate is allowed per bedroom IF there are only roommates and no family.

Keys

Make sure you get the house key, the mail box key and the key to the pool (if tenant has it) when they move.

Fines

Anything your tenant does that is against Association guidelines will result in a fine to the landlord. These fines can result in the house being foreclosed. ***The Association would much prefer to have an attractive and quiet neighborhood than to impose fines for property misuse.*** Fines are:

- \$25.00 per day/occurrence
- \$175.00 per week
- \$752 per month
- \$9,024.00 per year
- Plus legal fees

Association Management Company Assistance

Please work with the Association for a better looking community for all. If the Association does not have your phone number and current address, **please call Jennifer Giacin, Community Association Manager at 678-407-6307** and give her the information.

COPY THE TENANT PAGE: Have both signed. Keep one for your files. Give one to the tenant.

Chattahoochee Hills **Tenant** Information

Addendum to Rental Agreement for Chattahoochee Hills, Duluth, Georgia

Street Address:

1. **Water:** Gwinnett County: 678.376.6800
2. **Electric:** Georgia Power: 1-888-660-5890
3. **Cable TV:** Charter: 770.806.7070
4. **Natural Gas:** (There are 10 to 12 companies; listed below are four. Use the Yellow Pages for a larger selection.)
 - Georgia Natural Gas: 770.850.6200
 - SCANA Energy: 1.877.467.2262)
 - MXenergy: 1.877.677.4355
 - GasKey: 678.904.0820
5. **Garbage:** Duluth purple garbage bags can be purchased at any supermarket in Duluth for \$32.00.
 - Put your garbage in the purple Duluth bag and put it out after 5:00 p.m. on Tuesday. It will be picked up early Wednesday morning.
 - Garbage CANNOT be put out in any other bag or stored outside.

Some of the Chattahoochee Hills Community Guidelines are:

- The only sign that may be placed in a yard is a "For Sale" or "For Rent" sign.
- No clutter on the porches or patios.
- No trash in the yard.
- Townhome parking is restricted to: Two parking spaces per home.
- No commercial vehicles may be parked anywhere in the community.
- All parking throughout the neighborhood must allow room for emergency vehicles to get into the area.
- No driving or parking on the grass anywhere in the subdivision.
- No working on cars anywhere in the community.
- No alteration to the exterior of the house without approval of the Association.
- Use of the pool and clubhouse require the written consent of the landlord.
- Dogs must be walked with a pooper scoop.
- Dogs and cats must be kept inside the house.
- No throwing of trash in the streets or yards.
- A home business that requires only a computer and telephone is permitted but **NO** additional traffic.
- **Only the people listed on the lease may live in the home.**
- No fences may be built on any townhome property and require permission in the cluster homes.
- Other community guidelines are available at <http://chatthills.net/>

Print Tenant Name

Date

Tenant Signature

Tenant Phone Number