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P.O. BOX 100 ALBRIGHTSVILLE, PA 18210 / TEEPEE (570) 722-0302 FAX (570) 722-2061

Dear Property Owner:

Enclosed you will find the following TTPOA forms to include you on the 2018 TTPOA Rental Program. The 2018 Rental Program fee for each rented property is \$550.00. We have also included Basic Rules & Regulations with Trash Compactor hours listed. All required forms and fee(s) must be filled out completely and submitted prior to any renters entering Towamensing Trails. Written Authorization is required for any changes to forms. Since Towamensing Trails is a Private Community, all Property Owners/Renters/Tenants, etc. are required to read the 2018 Rules of Conduct. If you decide to remove your property(s) from the Rental Program, please contact the office to obtain a No Longer Renting Form. If at any time within 2018, you choose to return back to the Rental Program, there will be an additional **administrative fee of \$50.00.**

The pool and beach will open Saturday, May 26, 2018 for weekends only and will open full time Saturday, June 16, 2018 thru Monday, September 3, 2018. Pool and Beach Hours are 11am-6pm.

Office Hours: Monday- Friday 9am to 5pm, Saturday 9am to 3pm, CLOSED SUNDAY

**The Office is closed for the following Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the day after), Easter, Christmas Day and Election Day.**

Trash Hours: Monday, Wednesday & Friday 7:00am-3:00pm, Tuesday & Thursday 11am-7pm, Saturday & Sunday 7:00am to 7:00pm

**Full Time Tenant Requirements with Fee:** Landlord Registration Form, Full Time Tenant Form.

If your Full Time tenant(s) have moved or you are no longer renting on a full time basis, please send us written notification stating any changes in the status of your property as a full time rental. Be sure to supply the office with a copy of the Full-Time Tenants renewed or extended lease each year, signed by both parties.

Full Time Form Not Enclosed: A Lessee Affidavit form (to register any ATV, Golf, Boat or Recreational Fires). This form is optional **and may be obtained by Property Owner** by contacting the office.

**Part Time/Seasonal Requirements with Fee:** Landlord Registration Form, Vacation Rental Behavior Policy (two page form) and Part Time/Seasonal Registration Form (for each renter).

The office will need at least 72 hours in advance of the renter's arrival to prepare rental packets. Part time rental packets **will not** be released earlier than 1 week prior to renter's arrival. Part-time renters **cannot** pick-up rental packets. All Vehicles must be registered. Cost is \$5 per vehicle.