

Harbor Close Condominium Apartments
C/O Morley Property Management, Inc.
32 Hampton Road
Southampton, New York 11968
631-204-240/fax631-287-0081

RENTER INFORMATION SHEET

UNIT NUMBER _____ OWNER _____

FULL NAME OF APPLICANT _____

ADDRESS OF APPLICANT _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE _____

CELL PHONE _____

E MAIL _____

SIGNATURE _____ DATE _____

NAME OF PROPOSED RESIDENTS	RELATIONSHIP TO LEASEHOLDER
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

We certify that the above represents a complete list of persons who will occupy the subject property during the term of this lease.

Unit Owner Signature

Tenant Signature

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Owners

Name: _____ DATE: _____

UNIT#: _____

LEASE DATES: _____

Please have your prospective tenant complete all requested information. Incomplete applications will NOT be processed.

This application should include the following:

1. A non-refundable application fee in the amount of one month's common charge made out to The Harbor Close Condominium Apartments.
2. A processing fee of \$100.00 made payable to Morley Property Management.
3. A \$1000.00 security deposit made out to The Harbor Close Condominium Apartments.
4. Completed and signed lease agreement.
5. Copy of renters valid drivers Licensee.
6. Acknowledgment of the "Rules and Regulations" of Harbor Close Condominium.
7. Acknowledgment that no pets are allowed.
8. Acknowledgment that only those persons whose names appear on the lease agreement (maximum of (5) five family members) are permitted to occupy the unit.

All rental fees are to come from the homeowner, not the tenant

UNIT OWNER

HARBOR CLOSE CONDOMINIUM

House Rules for Tenants

1. No loud music that is disturbing to the neighbors at any time, especially after 10:00 PM or before 8:00 AM, emitting from within the units or from Tenant's licensed cars or their guests.
2. No sunbathing or lounging in front, side or rear, or on any lawns of the Condominium.
3. No pets allowed for tenants or their guests.
4. No washing or repairing of motor vehicles anywhere on the premises. A fine of \$25 will be levied against the Unit Owner for each infraction.
5. Parking or storing of any type of truck, boat, trailer or commercial vehicle is strictly prohibited in the community. A warning letter will be issued if such a vehicle is observed the first time. If the vehicle is not removed after the warning, a \$250 fine will be imposed to the Owner of the Unit and \$25 per day for each subsequent day the vehicle is parked on the premises. After five (5) days, the vehicle will be towed away and whatever charge is incurred by the Condominium will be added to the Unit Owner's maintenance account. The release of the vehicle from storage with all related expenses, will be payable by the vehicle's owner.
6. Only one (1) vehicle per unit is permitted in the Condominium's parking lot. Use of the condominium garage is not permitted by the renter.
7. All trash is to be placed in trash bags and disposed of in the Community Dumpster or can be placed in the receptacles at the unit door. Please use care in discarding your trash.
8. No Barbecuing is permitted in any area of the condominium grounds. Propane and charcoal grills are not permitted. At the unit and away from the building you are permitted to use electric grills. .
9. No items are permitted to be stored in the common areas or accesses to the units. The Management Company will immediately remove any items left in these areas.
10. Any emergencies must be reported to the Management Company – Morley Property Management, Inc. during working hours @ 631-204-2240 or after hours @ 1-866-966-7539.
11. No subletting of units will be permitted.
12. Tenants are not permitted to change locks on unit doors for any reason.
13. No towels or wash can be hung from the railings.

Please Sign: _____ Owner _____ Tenant

Print Name _____ Owner Print Name _____ Tenant

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Addendum to the Lease Package:

A \$1000.00 security deposit from the homeowner (made out to Harbor Close Condominium Apartments) must be submitted with the request for approval of the lease, which deposit will be held in an account by the Board of Managers to insure compliance by the lessees with regards with the Rules and Regulations of the Condominium and reimbursement of any damages to the common elements and limited common elements caused by the lessee or other occupants or guests of the lessee during the term of the lease.

The Homeowner shall be responsible for any acts or conduct of the lessees, occupants and guests of the leased home in violation of the Condominium's Rules and Regulations and shall also be responsible for any fines resulting from such violations.

Fine amounts will be at the discretion of the Board of Managers based on the nature of the violation.

In the event that the Homeowner, lessee, lessee's occupants and/or guests fail to comply with the Rules and Regulations, the Board of Managers shall have the right to assess appropriate penalties against the Homeowner and apply such penalties against the security deposit for their satisfaction and /or evict the lessee and all occupants and guests from the home. The security deposit, less any offsets for penalties and/or damages incurred, shall be returned to the Homeowner within thirty (30) days after the termination of the lease.

Upon receipt by the Managing Agent of a written complaint alleging violation of any of the Tenant Rules and Regulations, the President of the Board of Managers, or in his/her absence, any other officer, together with any other member of the Board, shall make the determination as to the validity of the complaint. If in their determination the complaint is valid and justified, the Managing Agent shall be directed to send written notice to the homeowner. If the violation is not corrected or eliminated within period of three days from the receipt of such notice, another notice will be sent levying an appropriate fine or penalty upon the homeowner. Such fine is to be considered as an additional common charge to the account of the Homeowner and shall be treated as such regarding late penalties and a lien upon the property as elsewhere provided for in the Offering Plan and the By-Laws.

Rental fees:

1. Security deposit - \$1000.00 (made out to Harbor Close Condominium Apartments).
2. Non-refundable fee of one month's maintenance (made out to Harbor Close Condominium Apartments).
3. Processing fee - \$100.00 non-refundable (made out to Morley property Management Inc).

All fees are to be paid by the homeowner, not the tenant.

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FIRE ALARM PROCEDURE

The name of the Fire Alarm Central Station Monitoring is SCAN SECURITY.

SCAN'S telephone number is 631-537-7600

Please read the following procedure in case of a fire alarm sounding.

In case of a false alarm:

1, if you hear the Fire Alarm sound, you need to ascertain whether or not you have caused the alarm to sound and if in fact there is not a fire. If a smoke detector in your apartment has tripped, the alarm will sound off in every apartment in your entire building. The system is very sensitive and sometimes even just an abundance of smoke can trigger it off.

2, if you have caused the alarm to sound and you are sure there is no fire; you must call SCAN SECURITY immediately to cancel the alarm. Otherwise, the fire department and police will respond and the homeowner will be charged for the false alarm. When you call SCAN SECURITY, give them your name, apartment number and telephone number.

HARBOR CLOSE CONDOMINIUM APARTMENTS

C/O Morley Property Management Inc.
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631-287-7191/fax631-287-0081

Dear Homeowner/ Tenant:

We are currently updating our records and request your cooperation in providing us with up to date vehicle information.

Unit Number: _____

Owner: _____

Make/Model _____

Year: _____

Color: _____

State: _____

License plate: _____

As always, residents in Buildings 1 & 4 are asked to park in the North Parking Lot, and residents in Buildings 2 & 3 are asked to park in the South Parking Lot. *Only one (1) car per unit should be parked in the parking lot per unit no matter whether owner, renter or guest.*

You can fax me the information at 631-287-0081, mail the information in to Harbor Close Condominium Apartments c/o Morley Property Management, or email the information to Bob at Bob@morleyagency.com. Please feel free to contact me if you have further questions. I can be reached at 631-204-2240.