Rental Property Requirements

Long-Term Rental Requirements (rental period of 30 consecutive days or more)
• If the owner lives on the property, it is not considered a rental • Complete the Rental Registration Form and return it to SVCA Administration • Provide a copy of the lease agreement in force for the property • Provide the name(s) and contact information for your tenants • Acknowledge your responsibility for tenant compliance with SVCA rules & Regulations • State whether membership privileges are retained by you or granted to the tenant(s) • Pay the initial registration fee of $350 ($50 annual renewal)

Short-Term Rental Requirements (rental period of less than 30 consecutive days)
• If the owner lives on the property, it is not considered a rental • Complete the Rental Registration Form and return it to SVCA Administration • Identify the platform you use to manage your rental (e.g., Airbnb, Vrbo, etc.) • Provide a printed copy of your online listing for the property • Describe the arrangements you have made for trash removal, site maintenance, and 24/7 contact for the property • Tell SVCA if you would like to be included on SVCA's website on a list of short-term rental properties (with a link to your listing) • Acknowledge your responsibility for tenant compliance with SVCA rules & Regulations • Acknowledge your understanding that short-term tenants may NOT be granted member-only privileges • Pay the annual registration fee of $350 ($225 annual renewal) • Post required notice inside your property

Rental Registration Process

When SVCA receives your completed Rental Registration Form, we will:

- Check the form for completeness and work with you to ensure all the necessary information is included
- Collect payment of the annual registration fee
- Enter property information into the Rental Property Database; this database gives SVCA 24/7 access to contact information in case of emergency
- Conduct an onsite inspection of the rental property; alert the property owner to any issues found during inspection
- Document the onsite parking capacity of the property and enter it into the database
- Send tenant materials to the property owner:
    - Long-term rental – Resident Handbook
    - Short-term rental – Guest Guidelines Poster & Sudden Valley Visitor's Guide

Rental Registration Form (Long-Term Rental)

Property / Owner Information

Property Address	
Division / Lot	
Owner Name(s)	
Mailing Address	
Phone Number	
Email Address	

Property Management Contact (Must be available 24 / 7 / 365)

Contact Name	
24 Hour Phone Number	
Secondary Phone Number	
Email Address	

Rental Information

Tenant Name(s)	
Tenant Phone Number	
Email Address	
Required Documents (attach to completed form)	Signed lease agreement ☐
Member Privileges	I wish to retain my member privileges ☐ I grant member privileges to my tenant(s) ☐ (Please complete the Assignment of Recreational Rights Form)
Property Owner Acknowledgements	I understand that as the property owner, I am personally responsible for any fines levied due to my tenant's violations of SVCA Rules & Regulations (Rule 1.1.4) Signature Date

Staff Use Only:

Ownership, Property Address, Div/Lot verified	By:	Date:
Registration Fee Paid	By:	Date:
Site Inspection Completed	By:	Date:
Database Updated	By:	Date:

Please return completed form via mail to 1850 Lake Whatcom Blvd Bellingham, WA 98229, in person to Admin, or by email to office@suddenvalley.com.

ASSIGNMENT OF MEMBERSHIP RIGHTS

THIS ASSIGNMENT OF MEMBERSHIP RIGHTS (the "Assignment") is made and entered into this _____ day of _____, 202_ by _____ ("Owner").

WHEREAS, Owner owns that real property located at _____, Bellingham, Washington (the "Property") which is located within the Sudden Valley Community Association ("Association");

WHEREAS, Owner leased the Property to the Tenant (identified below) pursuant to the lease attached hereto as Exhibit A (the "Lease"), which Lease expires on _____ __, 20__;

WHEREAS, owners of property within the Association acquire certain rights to utilize recreational portions of the Association's property including the Association's parks, trails, beaches, pools, gym and such other recreational amenities as may be added from time to time (the "Recreational Membership Rights"); and

WHEREAS, Owner desires to assign its Recreational Membership Rights to Tenant during the term of the Lease.

NOW, THEREFORE, the Owner hereby assigns its Recreational Membership Rights to Tenant as follows:

1. **Assignment of Recreational Membership Rights**. Pursuant to Association Bylaw Article VI, Section 7, Owner assigns its Recreational Membership Rights to Tenant for the duration of the Lease term (the "Assignment"). As a result of the Assignment, Owner shall not be entitled, by virtue of owning the Property, to utilize the Association's recreational amenities described above until termination of the Lease despite the Owner's continued obligation to pay all amounts due and owing to the Association relating to the Property or otherwise assessed under the Association's governing document including, but not limited to, the dues, charges, assessments (regular or special), and/or fines.

2. **Tenant Information**.

Name(s): _____
Phone(s):_____
Email(s): _____

3. **Transmittal to Association**. In order for this Assignment to be effective, the Owner must either i) transmit this signed Assignment to the Association from the Owner's email address or ii) personally deliver this signed Assignment to the Association.

OWNER(S):

_____ _____
By: By: