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 (Short-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

Listing Service Used	
Link to Listing	
Total Beds	
Total Onsite Parking Spaces	
Required Documents (attach to completed form)	Printed copy of listing ☐
Who is responsible for trash removal & site maintenance?	
SVCA Website Listing	I would like my property to be listed on SVCA's website ☐ Please do NOT list my property on SVCA's website ☐

(Please continue to next page.)

Property Owner Acknowledgements (Please initial each acknowledgement, then sign and date)	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) _____ I understand that Short Term Rental tenants cannot be assigned Membership Privileges. (Bylaws Section 7b) _____ I will inform tenants that parking on SVCA roadways or shoulders is strictly prohibited and may result in towing. (Rule 3.3) _____ I agree to post "SVCA Guest Guidelines" in a visible location inside the rental unit. _____ I certify that this property meets all Whatcom County health and safety regulations for Short-Term Rentals. _____ 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:

Sudden Valley Community Association

Guest Guidelines

Welcome to Sudden Valley! To ensure a safe and enjoyable stay, please follow these community rules.

Neighborhood Etiquette

- Be respectful of neighbors. Loud music or disruptive behavior is prohibited.
- Intoxicated, rude, or threatening behavior may result in removal from the community.

Quiet Hours

- Please observe this community's Quiet Hours: 10:00 PM to 7:00 AM Daily

Parking

- Park only on the rental property.
- Street parking is NOT permitted without special approval.
- Use of common parking areas requires a valid SVCA parking pass.

Pets

- Pets must be leashed and under control at all times, except in designated off-leash areas.
- Clean up after your pets.
- No pets are allowed inside children's play areas.

Wildlife

- Sudden Valley is a wildlife sanctuary – do not feed deer or disturb birds and other animals.
- Firearms and fireworks are prohibited at all times.

Fires & Trash

- Recreational fires are NOT allowed between June 1st and September 30th.
- Dispose of trash properly and keep the property clean.

Common Areas

- SVCA is not responsible for accidents or injuries in common areas.
- The Quiet Pool is reserved for Member-Only use.

Thank you for being a good neighbor!

Contact SVCA Administration with any questions. (360-734-6430, M-F 8 am to 5 pm)