

# INTENT TO RENT - APPLICATION

SARDIS FOREST PATIO HOMES - ("SFPHA")



## I. OWNER'S INFORMATION

(SEE ALL 3 PAGES TO COMPLETE / ALL INFORMATION REQUESTED IS REQUIRED FOR APPLICATION TO BE CONSIDERED COMPLETE)

Full Name of Owner/s			
Address # / Unit			
Email			
Phone		<input type="checkbox"/> Select, If this unit has <b>No Renters</b>	
Date Submitted		<input type="checkbox"/> Extension (Only for 2nd Application)	Extension Date:

## II. RENTER'S INFORMATION - OWNER MUST SUBMIT, FOLLOWING APPROVAL

(60 DAYS ALLOWED TO FIND TENANT FROM APPROVAL DATE - RENTER'S LEASE ATTACHED)

Full Name of Renter/s		
Relation to Owner	<input type="checkbox"/> Check if N/A	
Address # / Unit		
Email		
Phone		
Date Submitted		

## III. PROPERTY MANAGEMENT COMPANY - OWNER MUST SUBMIT, FOLLOWING APPROVAL

(60 DAYS ALLOWED FROM APPROVAL DATE - IF APPLICABLE)

Management Company / Contact Name	
Address # / Unit	
Email	
Phone	
Date Submitted	

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeowner's Printed Name/s

Homeowners Signature/s

Date

## I. Sardis Forest Patio Homes Association Rental Cap Implementation

Effective: June 21, 2024. To preserve property values and maintain a strong homeowner-based community, the Sardis Forest Patio Homes Association (SFPHA) has implemented a **rental cap policy**, limiting rentals to **20% of all townhomes**. This policy prioritizes owner-occupied residences and prevents the neighborhood from becoming predominantly rental-based.

### Homeowner Notification Letter:

June 21, 2024

TO: Homeowners in Sardis Forest Patio Homes

SUBJECT: Rentals in Our Community

On October 5, 2022, the Sardis Forest Patio Homes Association (SFPHA) homeowners approved an amendment to the Declaration of Covenants, Conditions and Restrictions (CCRs). Within this amendment it states "A rental cap of Twenty (20) percent shall be imposed, limiting the total number of lots that may be leased or sub-leased at any one time in SFPHA.

At this moment our total community rental units are under the 20 % mark. We have a homeowner's waiting list. Homeowners on this list would be contacted, in the order on the list. If you are interested in being added to the waiting list, please contact Cedar Management with request.

Phone: 704-644-8808

877-252-3327

Email: [help@mycmg.com](mailto:help@mycmg.com)

Sincerely,

SFPHA HOA Board

## II. SFPHA Rental Waiting List & Rental Process

### 1 - Requesting Placement on the Rental Waiting List

To join the **Rental Waiting List**, homeowners must:

- A. **Submit a request** via phone or email to **Cedar Management**.
- B. **Complete the "Intent to Rent - Application"** (Page 1) and send it to [help@mycmg.com](mailto:help@mycmg.com).
- C. Homeowner/s must **occupy their property for at least 24 months** before requesting to join the **SFPHA Rental Waiting List**. Rental applications submitted before this requirement is met will not be considered.
- D. **Prior** to renting your townhome, an **exterior inspection** must be conducted by the Architectural Control Committee (ARC) or relevant Committees.

Cedar Management will forward the request to the **HOA President and Welcome/ Insurance/ Renters (WIR) Committee**, which will add the homeowner to the **waiting list** in the order requests are received.

⚠ **Note:** Homeowners **must notify** Cedar Management if they no longer wish to remain on the waiting list.

### 2 - Rental Approval Process

When rental availability falls **below the 20% threshold**, the **WIR Committee Chair** will select the next homeowner from the waiting list and notify **Cedar Management**, which will then inform the homeowner of their **eligibility to rent**.

Once notified, the homeowner has **60 days** to:

- ✓ Confirm their intent to rent.
- ✓ List the property on the rental market.
- ✓ Submit all required lease, tenant, and property management information to Cedar Management.
- ✓ Ensure compliance with rental restrictions – Short-term rentals (e.g., Airbnb, VRBO) are strictly prohibited. The minimum lease term is **12 months**.

Should a homeowner fail to confirm their intent to rent and/or list the property within 60 days, Cedar Management will revoke their eligibility and notify the WIR Committee. The next homeowner on the waiting list will be contacted. An exception may be granted if the homeowner submits an updated form to Cedar Management within the 60-day period, requesting a 30-day extension. The form must be resubmitted with the homeowner's information, including the original date on the left, the checkbox for 'extension' selected, and the current date reflected in the box to the right.

### 3- Compliance with SFPHA Rules & Regulations

All rental properties must comply with **SFPHA governing documents**, as **Sardis Forest Patio Homes Association is an HOA community**.

The **homeowner or property management company is responsible** to:

- ✓ Inform prospective tenants about HOA rules, regulations, and expectations.
- ✓ Ensure renters have access to **SardisForestPatioHomes.com** before signing a lease.
- ✓ Provide copies of essential association documents, including but not limited to:
  - Owner's Handbook
  - ARC Guidelines & ARC Form
  - CCRs, Bylaws, Amendments & Rules and Regulations

#### As stated by the NC Real Estate Commission (NCREC)

- "a) the property may be subject to ordinances or covenants that could affect the consumer's use and enjoyment of the property;
- b) property owners in the subdivision may be subject to owners' association dues and assessments; and
- c) the consumer should obtain a copy of any covenants and any owners' association governing documents and should carefully review those documents prior to signing any offer to purchase or lease."<sup>1</sup>

### 4- "Intent to Rent - Application" - Requirement of SFPHA

To be placed on the **Rental Waiting List**, homeowners must:

- ✓ **Complete the application in full, including all owner information.** If a co-owner applies, their name must also be included.
- ✓ **Homeowners / Property Managers, not renters, are responsible for all communications** with Cedar Management regarding rental matters. Renters should not contact Cedar Management or Board members directly.
- ✓ **Exception to Waiting List Requirement:** Blood relatives and/ or by marriage are permitted to rent without being placed on the waiting list; however, an application is still required.
- ✓ **If approved, the homeowner must finalize the application within 90 days**, providing:
  - **Renter's information:** Any changes to renter contact details must be updated. If a new renter moves in, the application must be amended to include their information, along with a signed lease agreement and any other required documentation.
  - **Occupancy Details:** A list of all persons residing in the unit must be provided and kept up to date.
  - **Vehicle details:** including **make, model, and current registration information**, must also be provided.
  - **Property Management Company details & designated contact person (if applicable).**

### III. Owner's Acknowledgment & Responsibilities

By signing Page 1 of the **"Intent to Rent - Application"**, the homeowner(s) acknowledge and agree that if selected under the **20% rental cap**, they will comply with all requirements and responsibilities outlined in this policy.

Attorney Approved 3.17.25 Revision 3.25

**SFPHA reserves the right to update, modify, or amend its policies and information. For the latest updates, please visit [SardisForestPatioHomes.com](https://SardisForestPatioHomes.com)**

<sup>1</sup> <https://rem.ncrec.gov/Home/Viewer2?ViewType=Main#Section-6/Topic-1>