

**BEEBE & RUNYAN CONDOMINIUM ASSOCIATION**  
**RESIDENTIAL UNIT RENTAL POLICIES AND PROCEDURES**  
Established by the HOA Board of Directors  
Revised August 28, 2016

**The purpose of these policies and procedures is to promote and maintain the Beebe & Runyan Condominium as a premier downtown living community and to ensure fair and equitable treatment for owners desiring to rent their unit.**

**POLICY:**

1. All unit owners currently renting their unit(s) and all owners requesting to rent their unit(s) or be placed on the rental waitlist, shall acknowledge to the Board they have read and will abide by these policies and procedures.
2. No more than 30 % (24 units) of the total number of residential units may be rented at any given time. A unit will be considered a rental if occupied by a person or persons who are not part of the immediate family (parents or children) of the unit owner. A unit that has been approved for rental and is actively seeking a tenant during the approved timeframe shall be considered a rental unit.
3. All unit rentals must be controlled by a written lease approved by the Board and on file with the Property Manager. The lease must include the Beebe & Runyan Lease Addendum mandating compliance with the Declaration, Bylaws and any other adopted Rules and Regulations. A unit owner may rent his or her unit for **no less than a one-year term**. Contract renewal at the end of the lease term is required with all updates kept on file with the Property Manager. Lease documents will be reviewed within 5 business days of submittal. The unit owner shall not be released from any obligations pursuant to the Declaration, Bylaws, or the Rules and Regulations of the Association.
4. If 30% of the total number of units are currently rented, then any new requests to rent a unit will be denied and the requesting owner may choose to be placed on a waitlist in chronological order. If the number of rental units drops below 30% (24 units) and a waitlist exists, the unit on the list for the longest amount of time will have the opportunity to rent. Waitlisted owners will be allowed 90 days from the day of notification to find a suitable tenant and submit all necessary documentation to the Property Manager for approval. If the owner is unable to complete the rental process within the 90-day timeframe, the request is voided or moved to the bottom of the waitlist allowing the Property Manager to proceed with the next owner on the waitlist. If there are no other owners on the waitlist, a 30-day extension will be granted to the owner to secure a tenant and complete the rental process.
5. Owners are required to notify the Property Manager of any change in renter occupancy and when a renter moves out. Owners will be allowed 60 days from the move-out date of the previous tenant to find a suitable replacement tenant and submit all necessary documentation to the Property Manager for approval. If these steps are not completed within the 60-day timeframe and a waitlist exists, the unit will be dropped from the list of approved rental units and placed at the bottom of the waitlist. The Property Manager will then contact the next owner on the waitlist. If, at the end of 60 days a waitlist does not exist, then the unit owner may request a 30-day extension to find a new renter.
6. The number of occupants of a rental unit is limited to two persons per bedroom.
7. If an immediate family member (parents or children) moves out and the owner then intends to rent, it is the responsibility of the owner to notify the Property Manager of the vacancy and of the owner's

intent to rent according to the terms set forth in the rental policy. The unit may become a rental only if there is availability within the 30% limit; otherwise, it will be placed on the waitlist until such time as there is availability.

8. A criminal background check is required for all tenants. Upon receipt of all required documentation, the applicant(s) will be approved or denied within 5 business days via email. If there is a change or addition of any occupant in a unit under lease, notification of the proposed occupant change must be made to the Property Manager and a background check must be completed. The prospective tenant must be approved **prior** to occupancy. The Association Board of Directors shall have the right to check references for a proposed tenant and to reject any tenant at its sole discretion, subject to any limitations imposed by law.

9. No dogs will be permitted in a rental unit.

10. Upon sale of any unit that was an approved rental unit at the time of the sale, that unit will no longer be listed as a rental unit and if a waitlist exists, the unit at the top of the list will be notified of the opportunity to rent. The new owner must submit a request to the Property Manager to rent the unit or be placed on a waitlist. The owner of a rental unit that is listed for sale must notify potential purchasers of the unit that the new owner must comply with the terms of this rental policy of the Homeowners Association. The Homeowners Association will not be responsible to a purchaser who has not been so notified.

11. The provisions in the acknowledgement statement provided below and the entirety of Section 4.04 of the Declaration, Enforcement of Restrictions, shall apply.

#### **PROCEDURES:**

In accordance with the provisions of the Beebe & Runyan Condominium Declaration, (Section 4.01v), the following procedures for leasing units at Beebe & Runyan Condominium have been established by the Board of Directors:

- **Prior to advertising or interviewing prospective renters**, the homeowner must notify the Property Manager of his or her intent to rent their unit. You will receive approval or denial via email. If denied, you will have the option of being placed on a waitlist.
- **At least 7 business days prior to tenant occupancy**, obtain a signed application with authorization to run a background and credit check for each tenant. Application available in the Association office.
- Tenant completes application process through **mysmartmove.com** and pays \$35 online for background check. Unit owner may opt to provide background check report from another reputable source acceptable to the Board of Directors.
- Execute Beebe & Runyan HOA-approved lease.
- Deliver \$350 move-in/move-out fee **prior to move-in day**.
- Unit owners will be responsible for providing tenant(s) with access card(s) and notifying Property Manager which cards are assigned to tenant(s). When a tenant moves out, access cards must be returned to owner; otherwise, owner should notify Property Manager to disable unreturned cards. Replacement cards are available for \$35 each.
- The Board reserves the right to interview prospective tenants.
- Tenant will schedule a move-in date and time with the Manager. A welcome packet including parking decals and policies and procedures for the building will be presented at that time.

Notwithstanding that a lease agreement has been approved and a tenant is in possession of the unit, each owner is and shall remain primarily responsible for compliance with the Declaration, Bylaws and the Rules and Regulations.

**FAILURE TO COMPLY WITH THE RENTAL POLICIES AND PROCEDURES IN ACCORDANCE WITH THE TIMELINES LISTED WILL RESULT IN A \$500 FINE ASSESSED TO THE OWNER EACH MONTH OF NONCOMPLIANCE. FAILURE TO PAY THE FINE WITHIN 30 DAYS OF THE TENANT MOVE-IN WILL RESULT IN A LIEN BEING PLACED ON THE UNIT AND THE ACCRUAL OF INTEREST AT THE MONTHLY RATE OF 21%. AS FURTHER RESULT OF NON-COMPLIANCE, THE UNIT MAY NO LONGER BE ELIGIBLE AS A RENTAL UNDER THE CURRENT OWNER AND BUILDING ACCESS CARDS ASSOCIATED WITH THE RENTAL UNIT MAY BE DISABLED.**

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ACKNOWLEDGEMENT

I acknowledge that I have read the Beebe & Runyan Condominium Association Residential Unit Rental Policies and Procedures.

\_\_\_\_\_ Unit \_\_\_\_\_ Date \_\_\_\_\_  
Owner

\_\_\_\_\_  
Co-Owner

Send to:  
Beebe & Runyan Condominium Association  
105 S 9<sup>th</sup> St #300  
Omaha, NE 68102  
Or email [suzandowning@beeberunyan.com](mailto:suzandowning@beeberunyan.com)  
Suzan Downing 402-689-0121

Received by:  
  
\_\_\_\_\_ Date \_\_\_\_\_  
Property Manager