

**Village of Avalon Homeowners Association**  
**Guidelines for Homeowners Renting Their Property**  
**Approved by Board of Directors on October 24, 2011**

Of the 42 homes in the Village of Avalon community, a few are occupied by non-owners. Our Neighborhood Watch Program (NWP) and the Board of Directors (BOD) have a need from time to time to be in direct communication with the persons either managing or occupying the property. In addition, NWP is constantly on alert and reports any unusual activity in the neighborhood to local law enforcement. The Village of Avalon has experienced considerable turnover this year. Fortunately, most homeowners have provided either the BOD or Village's management company with contact information when there has been a change.

So that we may better communicate on matters such as police, fire, and property the Village of Avalon Board of Directors developed a set of guidelines for homeowners that are renting their property. Most of the guidelines are built around requests from homeowners in the past and information that was voluntarily submitted by homeowners when they leased or vacated property. Your Board is simply taking this experience of the past years and documenting it for everyone's use.

Everyone's cooperation in following these guidelines will be greatly appreciated. Timely notification makes your neighborhood a safer place and saves your homeowner's association money.

Sincerely,

Yousuf Hanif Brett Johnson Ryan Knight Ed Minnich Sam Nsairy Village of

Avalon Homeowner's Association Board of Directors

**For your convenience, download this document and open on your device using Adobe or other pdf reader. Page 3 may be filled out, saved, and then emailed to Vickie Campbell as indicated in the following page.**

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- Property Owner must register a local representative to include contact name, phone number, and emergency contact information with Village of Avalon Homeowner's Association manager (Manager). This can be the property owner, if living within 30 miles of the property, or a licensed real estate agent.
- Property Owner must provide Manager with the names, phone number, email addresses, of current occupants and lease term.
- Property Owner must notify Manager immediately of any change in the lease term, a vacancy, or information of new occupants when occurred.
- Property Owner must provide occupants with copies of Village of Avalon's Covenants, Conditions, and Restrictions and Bylaws. Upon request, Manager will provide a pdf copy emailed directly to the occupant(s).
- Property Owner must specify in the lease the responsibilities of landlord and tenant regarding the maintenance of property. This is to include lawn care (mowing, watering, mulching, fertilizing, etc.), trimming shrubbery, exterior cleaning (power washing, sealing of deck or patio), exterior painting, maintenance and repair of irrigation systems.
- Village of Avalon Homeowners Association and Manager will publish only the adult names of occupants and primary phone number. Additional information of occupants such as cell phone numbers and email addresses will be published in the Village Directory only with occupant's permission.

- Village of Avalon Homeowners Association and Manager will look first to the occupant regarding any covenant concerns; however, Property Owner is ultimately responsible.

Current Contact Information for Village of Avalon Homeowners Association:

Melissa Roselli  
[melissa@wmco.net](mailto:melissa@wmco.net)  
Westwood Property Management  
109 International Dr, Ste 220  
Franklin, TN 37067  
615-794-1411

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**Village of Avalon Homeowners Association  
Rental Property Notification Form**

**Owner Information**

Homeowner (Lessor): \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

**Agent Information**

Agent's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Occupant Information**

Names of Adults: \_\_\_\_\_

Names of Others: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell #1: \_\_\_\_\_ Cell #2: \_\_\_\_\_

Email #1: \_\_\_\_\_ Email #2: \_\_\_\_\_

Lease Term: From \_\_\_\_\_ To \_\_\_\_\_

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