



Brookhaven Homeowners Association
Owner/Tenant Check-In/Check-Out Regulations
Adopted 5/1/2022

- 1. Owners are required to notify Brookhaven Homeowners Association via its agent, of any change in their onsite residency status within seven days of vacating, or moving back to, a home that they continue to own. Failure to notify Brookhaven Homeowners Association via its agent will result in a \$150 fine.**

- 2. All Owners are required to notify Brookhaven Homeowners Association via its agent, of any change in renter status within seven days. (Move-in/ lease extension/ Move-Out). Failure to notify Brookhaven Homeowners Association or its agent will result in a \$150 fine.**

- 3. All Owners that are renting their property are required to download a current copy of the Brookhaven Homeowners Association New Resident Welcome Packet, to print out the packet and deliver to the new renter at the same time as the keys are provided. This will enable check-in with the Brookhaven Homeowners Association within the required seven days. Owners are required to return welcome backed data sheet, sign tenant acknowledgement forms within 7 days of move-in. Failure by Owner to comply and check in within seven days will result in a \$150 fine to owner.**



Brookhaven Welcome Packet

Return Document Check List

Make sure the tenant retains all rules and regulations for future reference. Please have tenant sign, and Owner return, receipt pages with Tenant Data Card to Cedar Management Group.

- Brookhaven Data Card.
- Tenant House Rules receipt page
- Brookhaven Covenants & Restrictions receipt page
- ARC Review Rules and Guidelines Rules receipt page
- Satellite Dish Rules receipt page
- Parking Regulations receipt page

Please return completed forms within 7 days of tenant move in date



Brookhaven Homeowners Association

CONFIDENTIAL

TENANT PERSONAL DATA CARD

LOT NO. _____

EMAIL ADDRESS _____

OWNER NAME _____

TENANT NAME _____

OFFSITE ADDRESS _____

UNIT ADDRESS _____

CONTACT PHONE _____

TENANT PHONE _____

DO YOU HAVE PETS YES _____ NO _____ PET NUMBER _____ DOG _____ CAT _____

Rental Agent NAME _____

ADDRESS _____

DESCRIPTION _____ PHONE NO. _____

NOTE: All owners, rental agents, and residents are obligated to abide by the House Rules and regulations at all times. Prompt action will be taken for any violations of these rules.

Persons to reside in Unit, other than named on other side. (Age if under 18)

NAME _____ NAME _____

NAME _____ NAME _____

In Case of Emergency Call: _____ Relationship Phone No. _____

NOTE: This card will be maintained by Brookhaven and used for Emergency and Property Management purposes only. IF ANY RESIDENT NEEDS SPECIAL CARE IN THE EVENT OF AN EMERGENCY, PLEASE MAKE A NOTE NEXT TO THE PERSON'S NAME INTERNAL USE ONLY BELOW THIS LINE



Brookhaven Homeowners Association Regulations Acknowledgment

I _____ Tenant of _____ Legal Homeowner/Legal Agent of
Home Located in Brookhaven Homeowner Association, unit located at

Columbia, SC 29229, have Read and agree to abide by all the Brookhaven Homeowners
Association Regulations

Print Tenant Name

Tenant Signature Date



Brookhaven Architectural Review Guidelines Acknowledgment

I _____ Tenant of _____ Legal Homeowner/ Legal Agent of
Home Located in Brookhaven Homeowner Association, unit located at

Columbia, SC 29229, have Read and agree:

Not to alter, add to or modify any portion of the outside structure or landscape.

Any proposed alterations or additions, by homeowner or tenant, must first be submitted by the Legal Homeowner or owner's Legal agent. Legal Homeowner must submit Architectural Review Forms along with all required documents, and receive approval, for tenant, prior to the commencement of any work. Tenant agrees to read and follow all Architectural Review Guidelines submitted / provided by Legal Owner/ Legal Agent.

Print Tenant Name

Tenant Signature Date



Brookhaven Homeowners Association Satellite Dish Rules Acknowledgment

I _____ Tenant of _____ Legal Homeowner/ Agent of
Legal Home of a Brookhaven Homeowners Association unit located at:

Columbia, SC 29229 acknowledges that no Satellite dishes may be installed without express
permission from the homeowner.

An ARC form must be filled out and turned in by the homeowner before the dish can be
installed.

Print Tenant Name

Tenant Signature Date



- Exhibit 1 Covenants <https://app.mycmg.com/v/6018/61.00/documents>**
- Exhibit 2 Regulations <https://app.mycmg.com/v/6018/61.00/documents>**
- Exhibit 3 ARC Guidelines <https://app.mycmg.com/v/6018/61.00/documents>**