

NORSEMAN CONDOMINIUM ASSOCIATION, INC. LEASING REQUIRMENTS & INFORMATION

The Norseman Condominium Association, Inc. has adopted guidelines in conjunction with the governing documents for all owners who are leasing their units. Please forward the appropriate forms, keys, etc. to Weststar Management prior to the move in of any tenant(s).

A copy of your lease must be provided to Weststar Management within ten (10) days of the execution of the lease. Also, a New Resident/Tenant Information form for all lessees and/or occupants must be submitted with a copy of the lease to Weststar Management within ten (10) days of the execution of the lease. All leases shall provide the term of the lease as well as a condition that all occupants of the unit shall be in compliance with the Declaration, Bylaws, Articles of Incorporation and Rules & Regulations for the Norseman Condominium Association, Inc. and that failure by the lessees and/or occupants to do so shall be a default under the lease. Additionally, no owner may lease less than the entire unit.

It is highly recommended that all owners conduct background checks, credit checks, etc. on all prospective tenant(s) and that not only owners carry personal insurance as indicated in the Declaration but also that they require tenant(s) to carry renter's insurance to cover their personal belongings as well. Owner's insurance as well as renter's insurance covers furnishings, including carpet, draperies, appliances, wallpaper, personal belongings, etc. is important and highly recommended by the Board of Directors as a way to protect your investment as well as your tenant's property.

Emergency Access Key: For building emergencies only the Norseman Condominium Association requires each owner and/or tenant to provide a duplicate key for their unit to Weststar Management. As authorized in the Declaration, the Association has been granted an easement to access units in the event of an emergency. Any entry will be preceded by a phone call when possible. If an emergency occurs and a current duplicate key has not been provided than the Association will contact a locksmith and/or use force to open the unit and all charges related to accessing the unit will become the owner(s) responsibility. Please attach a current duplicate key to your unit and forward to Weststar Management.

Move In/Out Deposit: There is a "Move In/Out Form" (located as a link on the website), a fee, and a deposit that are required to be received at Weststar Management's office prior to any moving into or out of a unit. Please be sure to print and to fill out the form and provide the move in/out fee and deposit prior to the move out/in of any resident and/or tenant.

If you have any additional questions, please contact Weststar Management at 720-941-9200.

Also, copies of forms, governing documents, etc. of Norseman can be found online at:
<http://www.weststarmanagement.com/hoa/hoalegals/norseman/norseman.html>