



THORNHILL COMMUNITY ASSOCIATION, INC. sm
Owner Intent to Lease Thornhill Lot Notification (OIL)

Any Lot Owner intending to execute a new lease or renew an existing lease of his/her Lot shall submit a fully completed Owner Intent to Lease form (OIL) to the Board of Directors (or its Managing Agent) no less than ten (10) days prior to the effective date of the proposed lease. An OIL form also must be submitted for any Lease in effect on November 7, 2022.

Approval of a Lot Owner's Leasing Privileges shall be provisional until the Lot Owner has submitted a complete written copy of the proposed Lease, any addenda, and such other information as the Board of Directors or the Managing Agent shall reasonably require. No OIL is deemed fully approved unless the approval is in writing and signed by an Officer of the Association, or its Managing Agent, and subject to all other Leasing Privilege provisions, including payment of the Leasing Administrative Assessment. If the OIL is not fully approved within sixty (60) days, the provisional approval is revoked.

The minimum Lease term by a Lot Owner to a particular lessee shall be twelve (12) months and the maximum Lease term shall be twenty-four (24) months.

[ ] Please check if Lot will be occupied by Immediate Family/eligible Household Members. These Lots are not considered leased. However, Owners of such Lots must notify the Board of Directors via submission and approval of an OIL; provide copies of any Leases that may be in effect; list the names of all occupants of the Lot; and present sufficient proof, as determined by the Board, of familial relationship and/or household residency. Lot Owners under this Section are not required to pay the Leasing Administrative Assessment (LAA).

Lot Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Purchase Date of Lot: \_\_\_\_\_

Names of All Occupants/Relationship to Owner: \_\_\_\_\_

Earliest start date of lease (must be at least ten days from OIL notification date): \_\_\_\_\_

Length of initial lease term. \_\_\_\_\_

Leases of less than twelve (12) months or more than twenty-four (24) months require a hardship exception. Please use the OHRL form instead of this OIL.

End date of lease: \_\_\_\_\_

A new OIL is required for a new or renewed lease. If the OIL is filed more than 3 months after the end of the prior lease, the request will be subject to the percentage limitations in the Amendment and may be denied even if the Lot has been leased in the past.

Please attach a copy of the lease for full approval to Lease Lot.

Please attach a statement of names and relationship if asserting a Familial Relationship and/or Household Residency exemption for tenants.



I own the referenced Lot. As required by Article 3, Section 19 of the Thornhill Amended and Restated CC&Rs, I am notifying the Board of Directors (or its Managing Agent) of my intention to lease this Lot. The earliest start date of the Lease and the length of the initial Lease term are stated above.

I affirm the following:

- 1) I have read and agree to be bound by the Governing Documents of Thornhill Community Association, Inc.
2) I meet the requirements to lease the Lot identified above.
3) A Familial Relationship and/or Household Residency status for those tenants for whom I am claiming Immediate Family or Household Member exemption (please attach statement of names and relationship).
4) Prior to execution of the Lease, I will provide lessees a copy of all Thornhill Governing Documents.
5) The Lot I intend to lease has been owned by me for at least eighteen (18) months.
6) There are no fines or outstanding annual, special, or specific assessments due on the Lot.
7) Any violation of these leasing restrictions and/or the Governing Documents by the Lot Owner or the lessee may result in action described therein, including but not limited to owner fines, liens on the property, loss of common area privileges and/or suspension of the leasing privilege.

I understand that the Board of Directors reserves the right to refuse any Lease which would result in fifteen percent (15%) or more of the total number of Lots on any street, and/or fifteen percent (15%) of total Thornhill Lots, being leased. This restriction shall not apply to any Lease in force on November 7, 2022.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

For TCA Use:

Date Notification Received: \_\_\_\_\_

\_\_\_\_\_ Your Leasing privilege has been provisionally approved. Provisional approval will be revoked if the Lease and any other material as requested are not submitted within sixty (60) days. The LAA of \_\_\_\_\_ will be added to your account.

\_\_\_\_\_ Your Leasing privilege has not been approved because:

Empty rectangular box for explanation of disapproval.

\_\_\_\_\_  
Officer (or Managing Agent) Signature

\_\_\_\_\_  
Date

Date Lease and any other Requested Material Received: \_\_\_\_\_

Date LAA Paid: \_\_\_\_\_