

Registration of Rental Home Properties within
Nottingham by the Green/Knightsbrooke Homes
(Nottingham by Green Homes Association)

Any property within the Nottingham by the Green Area Homes Association (“HOA”) that is a Leased (or “Rental”) Property and/or has Occupants that are not the Owners of the Property, must submit an Application Packet to register the Property with the HOA, as well as an annual Property Lease Administration Fee and Rental Property Deposit.

The Application Packet consists of a copy of the current Lease and a completed Rental Property Application with the signature of the Homeowner and all current Tenants and Occupants over the age of 18. All Occupants over the age of 18 must be listed on the lease. The Application requires a minimum lease term of 6 months. **The Rental Property Application can be requested by sending an email to nbtgkhoa@gmail.com.**

The Property Lease Administration Fee for operating a Leased Property in the Nottingham by the Green/Knightsbrooke subdivision is \$1,000 annually, due at time of Application initially and then due by February 1 of each year. A one-time \$2,500 Rental Property Deposit is required with the Application, to ensure enforcement of covenants and for any needed maintenance on the property. If part or all of this Deposit is used for needed maintenance on the property as a result of a violation of the HOA Covenants, additional funds must be submitted to keep the Deposit at \$2,500 per property.

**The Application Packet, fee, and deposit should be submitted to:
Nottingham by the Green Homes Association
12700 Oakmont St.
Overland Park, KS 66213**

The signed Lease and Rental Property Application can also be emailed to nbtgkhoa@gmail.com, but a check for the Property Lease Administration Fee and Rental Property Deposit must still be mailed to the address above.

Once the fully completed Application Packet, fee and deposit are submitted, the Application will be reviewed and considered by the Rental Property Committee of the HOA Board of Directors. The Committee reserves the right to approve or deny any Application.

Failure to return the completed Application Packet with the fee and deposit within 30 days will result in the suspension of all HOA services, including trash collection, pool privileges, and clubhouse rental. There will also be a \$1,500 special assessment to the Homeowner every 30 days until the Application process is completed. If the Application Packet with the fee and deposit is not submitted within 120 days and all assessments paid in full, the HOA reserves the right to file a lien on the property to ensure compliance.

Approval from the HOA Board of Directors is required for a Homeowner to lease more than one property. For the purposes of this Resolution, Properties owned by Individuals or Entities with shared ownership, management, or control will be considered collectively. Any individual or entity that holds a direct or indirect interest in more than one entity will be deemed to own all properties

held by those entities. The Individuals or Entities must disclose all ownership interests in any entities that own property, including any LLCs or corporations, and any changes to these interests must be reported within 30 days.

If a Homeowner owns more than one Rental Property within the HOA, the Property Lease Administration Fee per home will be \$1,000 plus an additional per home fee that is calculated based on the number of Rental Properties the Owner has in the HOA. The Rental Property Deposit will remain at \$2,500 per property. The Property Lease Administration Fee per property will be as follows:

First Rental Property: \$1,000 per year

Second Rental Property: \$2,000 per year

Third Rental Property: \$3,000 per year and so on.

For example, if a Homeowner owns 3 Rental Properties in the HOA, the cost for the Property Lease Administration Fee for all 3 properties, per year, would be \$6,000. Homeowners who are leasing their property must submit an Application (see attached) for approval to the Board of Directors for Nottingham by the Green/Knightsbrooke Homes Association for any Rental Homes in NBTGK. The application must have the signature of both the Homeowner and the Tenant, and a copy of the Lease must be included.

When a new lease, other than the lease submitted with the application, is executed for the Property, a new Application Packet must be submitted, including a copy of the new Lease, the completed Application with the signature of the Homeowner and all current Tenants and Occupants, whether named on the lease or not, as well as a new Property Lease Administration Fee. The Rental Property Deposit may be transferred from the old Lease to the new Lease. Once the fully completed Application Packet is submitted, the Application for the new Lease will be reviewed and considered by the Rental Property Committee of the HOA Board of Directors. The Committee reserves the right to approve or deny any Application. Failure to return the new lease and Application within 30 days of the execution of a new lease will result in a special assessment to the Homeowner of \$1,500 every 30 days until the new lease and updated Application are submitted.

If you are no longer leasing your property, please contact the HOA for the return of your Rental Property Deposit (less any fees for necessary maintenance).