

Brandywine, A Planned Community

Non-Owner Occupied Unit Application

This application is required for all Unit Owners seeking to lease their Unit to a Non-Owner Occupant. Submission does not guarantee approval. Approval is subject to compliance with the Association's Non-Owner Occupancy Policy and the 5% leasing cap as outlined in the Declaration.

Unit Owner Information

Unit Owner(s): _____

Property Address: _____

Unit Owner(s) Mailing Address: _____

Unit Owner(s) Phone: _____ Email: _____

Requested Lease Term: From _____ to _____

Is this application for a: New Lease Lease Renewal

Prospective Tenant Information

(If already selected. Otherwise leave blank and provide within 30 days of application approval.)

Lessee(s): _____

Lessee(s) Phone: _____ Email: _____

Total Number of Occupants (including children): _____

Compliance Acknowledgments

Initial each item below to confirm understanding.

- _____ I understand that approval is subject to the 5% rental cap and may require placement on a waiting list.
- _____ I agree to submit a copy of the signed lease agreement and Lease Addendum within 30 days of application approval.
- _____ I acknowledge that the lease must comply with Article VIII of the Declaration and the Association's Non-Owner Occupancy Policy.

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____ I acknowledge that the rental fee equal to 10% of the annual HOA dues (prorated) is due with submission of the signed lease and Lease Addendum.

____ I understand that failure to complete the process within required timeframes may result in loss of eligibility to lease.

Submission Checklist

- Completed Rental Application (this form)
- Lease Addendum (submitted with lease)
- Lease Agreement (copy without financial terms, submitted later)
- Rental Fee (submitted with lease documents)

Owner Signature and Certification

By signing below, I certify that the information provided is accurate to the best of my knowledge. I agree to comply with all Association requirements and submit complete documentation in accordance with the policy timelines.

Unit Owner Signature: _____ Date: _____

Unit Owner Printed Name: _____

Submit to:

Brandywine Homeowners Association

C/O York H-G Properties, LLC

2120 Market St, Suite 100, Camp Hill, PA 17011

associations@yorkhgproperties.com | 717-501-4435