

RENTING UNITS –The following steps are required by the Board and can be changed at their discretion. These requirements also apply to Short-Term Rentals.

All of the following information and payments must be given to the Management Company **The Romero Group** before a new tenant moves in:

1. Email addresses and telephone numbers of all tenants
2. A copy of the signed lease
3. A copy of the tenant signed Rules & Regulations
4. A non-refundable \$100 moving fee, regardless of the amount of personal property involved in moving in
5. A \$300 refundable damage deposit

Move-in and Move-out Procedures

Before moving in, an owner or tenant must, without exception, schedule in advance with the property manager Hank Hays at **The Romero Group** (970) 273-3100 or hdhays@romero-group.com) to schedule a move. The property manager must confirm the move-in date.

Before moving out, the property manager Hank Hays must be contacted to schedule the move-out date. This must be done at least seventy-two (72) hours in advance.

Additional rules for moving-in and moving-out:

1. No Sunday moves will be permitted.
2. No holiday moves will be permitted.
3. The unit owner or tenant must call The Romero Group at least seventy-two (72) hours before the scheduled move to obtain directions for parking the moving truck and obtaining elevator access.
4. In addition, your moving company must provide the Romero Group with proof of insurance, listing **Twin Rivers Condominium Association, 100 Midland Ave., Basalt, CO 81621** as the additional insured before the move will be permitted. The certificate of insurance can be emailed to hhays@romero-group.com or faxed to The Romero Group at (970) 797-1851.

The \$300 damage deposit will be refunded in full within two weeks of moving out, provided that an inspection following the move reveals no required repairs or clean-up of the common areas and all required moving procedures have been followed. Deductions from the damage deposit will be made for:

1. Damages to common areas (actual cost of repairs)
2. Clean-up of debris (cost per hour of maintenance personnel)
3. Moves that occur or extend beyond the permitted hours (\$50 per hour or any fraction thereof)

Should the deposit be insufficient to pay for all repairs and cleaning, the additional costs will be billed to the unit owner.

Roommates Moving-in or Out:

1. If a roommate of a tenant or an owner moves in or out, the move must be scheduled at least 48 hours in advance with The Romero Group.
2. Any damage or clean-up costs caused by a roommate moving in or out will be paid by the tenant or the owner according to the terms described in the previous section.

If anyone moves in or moves out without scheduling a time, submitting all required paperwork, and paying the required fees and deposits, the unit owner will be charged a \$300 non-compliance fee.