

## **Victorian Gate Rental Waitlist Policy**

In order to be added to the Rental Waitlist, you must be interested and able to rent your unit, should you be called upon. Contact Kimberly with Case Bowen by email at [kwolford@casebowen.com](mailto:kwolford@casebowen.com) with your First & Last Name, Phone Number and Address in order to be added to the rental waitlist.

### **Here are some FAQ's about the Rental Waitlist:**

#### **1. How can I be added to the Rental Waitlist so that I can rent my unit?**

Simply reach out to Kimberly Wolford, by email at [kwolford@casebowen.com](mailto:kwolford@casebowen.com) and include your Full Name, Unit Address, Phone Number and Email Address.

#### **2. How long will I be on the rental waitlist before I can rent my unit?**

Unfortunately, there is not a pre-determined time frame for how long an Owner will be on the waitlist. The list only moves if one of the following occur:

- a. a current rental unit sells.
- b. a current rental unit opts to no longer rent their unit.
- c. an Owner on the waitlist sells their unit, which in this case, they are removed from the waitlist.
- d. an Owner on the waitlist is up to rent their unit, once confirmed they are able to rent, they are removed and added to the approved rental list.

#### **3. How am I contacted when my name comes up as next in line on the rental waitlist?**

We will call & email you at the phone number and email address provided upon sign up, to let you know that your name is next in line. You will need to email [kwolford@casebowen.com](mailto:kwolford@casebowen.com) to give your decision within 72 hours. If you fail to do so, your name will be skipped over, and we will move on to the person next in line.

#### **4. When I am contacted, but I am not ready to rent my unit, what will happen?**

If you are not ready to rent your unit when called upon, your name is simply skipped over, and we will move on to the person next in line.

### **Once Contacted, here are the parameters:**

1. We will need to receive a fully executed lease within 60 days.
2. IUF (Information Update Form) completed and returned within 90 days.
3. No lease agreement can have a term of less than 6 months.
4. We will need all future lease copies within 30 days of execution as well as the IUF completed.
5. Renters must receive a copy of the Handbook and be advised that all rules MUST be followed accordingly.
6. Lease and IUF must be emailed to [kwolford@casebowen.com](mailto:kwolford@casebowen.com)