

# Columbia Square Maintenance Association

c/o ProActive Professional Management  
23201 Lake Center Drive, Suite 101  
Lake Forest, CA 92630

---

## LEASING RULES

Any Owner who wishes to lease his or her Residence must comply with each of the following requirements:

1. All leases must be in writing;
2. The lease must be for the entire Residence and not merely parts of the Residence, unless the Owner remains in occupancy;
3. All leases shall be subject in all respects to the leasing requirements outlined in Article XVI, Section 16 of the Association's Declaration ("CC&Rs") as follows:
  - a. The lease itself must provide that the terms of the lease shall be subject to the provisions of the Association's CC&Rs, Articles, Bylaws and Rules.
  - b. The lease must provide that failure of tenant(s) to comply with the Association's CC&Rs, Articles, Bylaws and Rules shall be a default in the lease.
  - c. Any Owner who leases his or her Residence shall be responsible for assuring compliance by the tenant(s) with the Association's CC&Rs, Articles, Bylaws and Rules.
  - d. No Residence shall be leased for transient or hotel purposes.
  - e. No Residence may be leased for any period less than thirty (30) days. Short-term or vacation rentals are not permitted.
4. Each Owner who leases his or her Residence shall promptly notify the Association's community manager of the lease in writing by completing the attached Tenant Registration Form with the names of all tenants, and shall also provide a complete copy of the lease;
5. Any failure of any tenant to comply with the CC&Rs, Articles, Bylaws, and Association Rules shall be a default under the lease, whether or not the lease so provides. In the event of default, the Owner shall immediately take all actions to cure the default, including, if necessary, eviction of the tenant(s);
6. Each Owner shall provide a copy of the CC&Rs, Bylaws, Articles and all Rules of the Association to each tenant of the Owner's Unit;
7. If any tenant is in violation of the provisions of the CC&Rs, Bylaws, Articles or Rules of the Association, the Association may, but is in no way obligated to, bring an action in its own name or in the name of the Owner to have the tenant evicted and to recover

damages. If the court finds that the tenant is violating or has violated any of the provisions of the CC&Rs, Bylaws, Articles, or the Rules of the Association, the court may find the tenant guilty of unlawful detainer, notwithstanding the fact that the Owner is not the plaintiff in the action or that the tenant is not otherwise in violation of his or her lease. For purposes of granting an unlawful detainer against the tenant, the court may assume that the Owner or person in whose name a contract (the lease) was made was acting for the benefit of the Association. The remedy provided by this paragraph is not exclusive and is in addition to any other remedy or remedies that the Association has. If permitted by present or future law, the Association may recover all its costs, including court costs and reasonable attorney fees, incurred in prosecuting the unlawful detainer action;

8. The Association shall give the tenant and the Owner notice in writing of the nature of the violation of the CC&Rs Bylaws, Articles or Rules of the Association, and the tenant shall have twenty (20) days from the mailing of the notice in which to cure the violation before the Association may file for eviction; and
9. By becoming a tenant, each tenant agrees to be bound by the CC&Rs, Bylaws, Articles and the Rules of the Association, and recognizes and accepts the right and power of the Association to evict a tenant for any violation by the tenant of the CC&Rs, Bylaws, Articles or Rules of the Association.
10. All information gathered regarding tenants will be kept confidential and will be used for registration, identification, urgent and emergency contact purposes only. The Association will not initiate contact directly with tenants unless the circumstances justify urgent or emergency contact. All normal communications will be transmitted through the property owner.

**Columbia Square Maintenance Association**  
c/o ProActive Professional Management  
23201 Lake Center Drive, Suite 101 | Lake Forest, CA 92630

---

**TENANT REGISTRATION FORM**

All information gathered regarding tenants will be kept confidential and will be used for registration, identification, urgent and emergency contact purposes only. The Association will not initiate contact directly with the tenant(s) unless the circumstance requires urgent or emergency contact. All normal communications will be transmitted through the home owner.

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Address of Rental: \_\_\_\_\_

Date tenancy shall begin: \_\_\_\_\_

Date tenancy shall end: \_\_\_\_\_

Please list all tenants who will be living in the Residence:

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Phone: \_\_\_\_\_

Tenant Email: \_\_\_\_\_

This information is accurate and correct as of: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

*Please return to the address listed above or email to*

*[ClientServices@ProActivePM.pro](mailto:ClientServices@ProActivePM.pro)*

*This form must be updated whenever there is a change and provided annually.*