

RENTAL **REGISTRATION PACKET**

Dear Owner/Tenant,

A Rental Registration Packet must be forwarded to the Brentwood Forest Condominium Association office, 1401 Thrush Place (corner of Eager Road and Thrush Place) prior to occupancy. Enclosed find information, requirements and the following documents:

1. Welcome Letter
2. Rental Registration Form (owner and tenant complete, sign and return)
3. Tenant/Owner Acknowledgement of BFCA Policies and Rules (read, initial, sign and return to the Association Office)
4. Pet Report/Pet Registration form (complete, date and sign by a veterinarian)
5. Exterior/Interior Modification Acknowledgment (owner and tenant sign)
6. Forward a copy of the Lease Agreement (signed and dated)
7. Occupancy Permit – call the City of Brentwood (forward a copy of the permit to the Association office when issued)
8. Enclose a \$125 Transfer Fee payable to Brentwood Forest Condominiums

Tenants are encouraged to read the Brentwood Forest newsletter, “The ForestLine”, delivered to each residence to be aware of new regulations, policies, upcoming events and City issues. Should you have any questions regarding the above requirements or documents, please call the Association office at (314) 961-3066. Deliver the required documents to the Association office, or drop them in the mail slot at the front entrance after hours or on weekends, fax, e-mail or mail to:

Brentwood Forest Condominium Association
1401 Thrush Place
Brentwood, MO 63144-1199

Office – (314) 961-3066 Fax – (314) 961-4935
E-mail – office@brentwoodforest.com
Website – www.brentwoodforest.com

FINES ARE ASSESSED AGAINST THE UNIT OWNER
IF THESE DOCUMENTS ARE NOT RECEIVED PRIOR TO
THE TENANT OCCUPYING THE UNIT

Welcome to Brentwood Forest!

The Board of Managers and Management of Brentwood Forest wish you a pleasant and leisurely condominium lifestyle during your residency. Brentwood Forest, formerly known as Audubon Park, was developed by Jefferson Savings and Loan between 1980 and 1987. Apartments built in the 1950's were converted into 1,425 condominiums offering first floor, second floor and townhome units.

The Brentwood Forest Association office hours are Monday through Friday between 7:30 a.m. and 4:00 p.m. The office is located at 1401 Thrush Place (corner of Eager Road and Thrush Place). For assistance or answers to questions, call the Association Office during office hours at (314) 961-3066, fax (314) 961-4935, e-mail office@brentwoodforest.com. Stop by the office or check the Brentwood Forest Condominium website at www.brentwoodforest.com.

Brentwood Forest houses a diverse group of individuals who enjoy a leisurely condominium lifestyle. Brentwood Forest is best known for its location, affordable housing, beautiful park-like setting, amenities, and activities for all ages and financial stability. New residents are encouraged to attend monthly Board of Managers Meetings held at the Brentwood Forest Clubhouse located at 9000 Wrenwood Lane at 6:00 p.m. on the last Tuesday of each month. Residents have an opportunity to voice their opinions to the Board regarding any concerns or issues. Come meet the ten elected Board Members, your two Board Representatives, Association Managers and Brentwood Forest Owners and Tenants.

The Brentwood Forest newsletter, the "ForestLine", is delivered to each residence and mailed to off-site owners. The newsletter is the Association's official method of notifying the owners and tenants of policies, current projects, recreational events, changes, ads, City of Brentwood happenings and other topics of interest. Please visit us at www.brentwoodforest.com.

Amenities available for your enjoyment include a beautiful clubhouse with two party rooms for special events available to owners at current rental rates. The owner must sign for their tenants to use this facility. Brentwood Forest has two swimming pools, two tennis courts, a nature trail and beautiful Lake Jefferson...with two fountains. A laundry facility is located behind 1614 High School Drive or off Wrenwood Lane at Thrush Terrace across from Lake Jefferson. There is also an extra-large washer and dryer available to clean and dry bulky items, such as: comforters, rugs etc. The laundry facility is available from 7:30 a.m. to 10:00 p.m.

Brentwood Forest provides a maintenance service to assist owners/tenants with household repairs for a fee. Tenants must have approval from the owner before any work may be performed. Services may include: plumbing leaks, faucet replacements, install window glass with broken seals, repair or replace door locks, closet door adjustments, replace rubber washer hoses with steel reinforced hoses (required by the City of Brentwood), install ceiling fans on existing fixtures, window treatments, hang pictures, weatherstripping, etc. Brentwood Forest replaces broken/rusted mailboxes and burned out light bulbs at the entrance doors only upon request. For your safety and to deter crime, Brentwood Forest and the Brentwood Police Department encourage residents to keep exterior lights on after dark.

The owner and tenants are responsible to read the Brentwood Forest Declaration and By-Laws and the Brentwood Forest Rules, Regulations and Fine Policies prior to signing these required documents so that you enjoy a leisurely lifestyle.

Brentwood Forest is a premier condo community and we hope your experience is enjoyable.

Brentwood Forest Condominium Association

BRENTWOOD FOREST CONDOMINIUM ASSOCIATION

RENTAL REGISTRATION FORM

BFCA Address _____ Move In Date _____

Lease Term _____ Yr. Rent with the option to Purchase Yes () No ()

Tenant is related to owner Yes () No () If yes, relationship _____

Print – Legal Name of Tenant

Print – Legal Name of Tenant

Cell # Work # Cell # Work #

E-mail address _____ E-mail address _____

In an emergency, contact _____ Relationship _____

Work # _____ Cell # _____ Home # _____

Pet Yes () – No () A Pet Application form **must** be signed and dated stating if you do or do not have a pet.

All vehicles and license plate numbers and any changes are **REQUIRED** to be on file with the Association office. No large trucks, mobile homes, trailers, boats, sea doo, canoes, commercial vehicles, pods or advertisement is permitted. Vehicles may not be stored on the premises, no wrecked or unlicensed vehicles are permitted.

| License Plate # | State | Make | Model | Year | Color |
|-----------------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Tenant's Signature Date Tenant's Signature Date

Owner Complete:

Owner's Signature Date Owner's Signature Date

Off-site Address

Work #

Cell #

Home #

E-mail Address E-mail Address

Transfer Fee \$125 Paid on _____ Check # _____ Credit Card _____ Cash _____

TENANTS & OWNER'S ACKNOWLEDGMENT OF BRENTWOOD FOREST'S POLICIES AND RULES

The Condominium Association is responsible for the maintenance of the exterior of the buildings and grounds. The Board of Managers oversees the operations of the Association, financial status and ongoing improvements of the buildings and grounds. Brentwood Forest provides an interior **maintenance service** to assist owners upon request, for a fee, for repairs, such as: door lock/window pane or repair/replace a garbage disposal, fix plumbing leaks, closet door adjustment, hang blinds/mirrors, toilet repairs, and installation of steel reinforced washing machine hoses (required by the City of Brentwood to prevent a potential flood or damage to your condo or neighbor's home). Service fees are \$70 an hour plus materials with a minimum \$30 charge. Call the Association office for a quote or to schedule an appointment for service. Tenants must have approval from the owner before any work can be performed._____

The **Master Insurance Policy**, covers the exterior of the buildings and units as well as liability coverage. This insurance is on a replacement cost basis with a **\$10,000** deductible per occurrence, for all losses except earthquake. The Earthquake deductible is estimated at \$500 per unit._____

Tenants are responsible to obtain insurance coverage for their personal property and liability coverage. Call your insurance agent to obtain adequate insurance coverage to protect yourself in the event of an unforeseen catastrophe. Owners are responsible to have adequate coverage for losses on the interior of the unit._____

Unit owner/tenant is responsible to notify the Association office of any **occupancy changes**, phone numbers, vehicle or license plate changes, e-mail address, etc. and to forward a **Rental Packet or Resident Update form** to avoid a fine and/or loss of privileges for changes that are not reported to the Association office. (BF Rules, Regulations and Fine Policies booklet)._____

Any item that solely serves a particular unit including, but not limited to, water heaters, furnaces, air conditioning equipment, fireplace flues and exhaust fans, etc. shall be the responsibility of the unit owner to maintain and repair. The Association replaces **light bulbs** at the front entrance and damaged **mailboxes** upon request. Mailbox lids should be kept closed to prevent rust and to protect your mail if it rains or snows._____

Unless a particular policy sets forth a specific fine for an offense, the following Standard Fine Schedule will be used when the Declaration and By-Laws, Rules, Regulations or other offenses are brought to the attention of the Association.

| | |
|--|--|
| 1 st Offense | Written warning letter (optional, for serious offenses) |
| 2 nd Offense | \$100 fine for same issue as 1 st offense. |
| 3 rd Offense & Subsequent Offenses | \$200 fine and loss of privileges for one year and a \$300 fine for each violation thereafter of same issue as first and second offense. |

Fines and Procedures for Certain Offenses: Some rules and policies have specific fines and procedures contained in the policy. In that event, the fines and procedures in those policies will be applicable instead of the ones set forth herein.

Fines may be appealed by forwarding a written letter to the Association office within twenty (20) days from the date of the notice requesting a hearing before the Board of Managers._____

Brentwood Forest condos may not be used as a **hotel, Airbnb or similar sites**, to house unit owner's **employees** or **business associates** for a short duration and no unit owner shall charge a fee for occupancy of the unit in less than one (1) month increments or subdivide the unit into more than one (1) living unit._____

PET REGISTRATION
(Must be completed – Pet or No Pet)

Name _____ BF Address _____

Work Number _____ Cell Number _____ Home Number _____

NO PET () Date _____ Signature of Resident _____ Owner () _____ Tenant () _____

PET ()
↓

PET REGISTRATION & PET APPROVAL REQUEST

Review the following pet regulations:

- ❖ If the estimated weight exceeds 40 lbs. when fully grown, there will be a one-time additional fine of **\$250**
- ❖ A Pet Application form is required to be completed by veterinarian prior to the pet(s) occupancy
- ❖ Attach a current photo of your pet. BFCA may request to take a picture of the pet at their discretion
- ❖ Forward a pet application fee (**1 Pet \$35 – 2 Pets \$50**) payable to Brentwood Forest Condominiums
- ❖ Fines are assessed for unapproved and unregistered pets and pet violations
- ❖ Pet owner agrees to abide by the BFCA Pet Rules and Regulations and the City of Brentwood Pet Ordinances

**MY SIGNATURE ABOVE AUTHORIZES THE VETERINARIAN
TO COMPLETE THE FOLLOWING INFORMATION**

Pet #1 Dog () Cat () – Male () Female ()
Pet's Age _____ Pet Occupancy Date _____
Breed/Name _____
Present Weight _____
Est. Full-grown weight _____
Neutered Yes () No ()
Shots: Rabies 1 year () 3 year ()
DHLPP Date _____

Pet #2 Dog () Cat () – Male () Female ()
Pet's Age _____ Pet Occupancy Date _____
Breed/Name _____
Present Weight _____
Est. Full-grown weight _____
Neutered Yes () No ()
Shots: Rabies 1 year () 3 year ()
DHLPP Date _____

Animal Hospital/Clinic _____

Address _____

Veterinarian's Signature

Phone #

Date

The information provided is accurate to the best of your knowledge and the pet owner will abide by the Pet Policy. See **Appendix #3 in the Rules & Regulations Booklet**

Owner/Tenant Signature

Date

Pet(s) approved this _____ day of _____, 20____ Office Approval _____

**BRENTWOOD FOREST CONDOMINIUM
EXTERIOR MODIFICATION POLICY
ACKNOWLEDGMENT**

I/we Owner, _____ and

Tenant _____

Regarding a condominium located in Brentwood Forest known and numbered as:

Brentwood Forest Unit Address

hereby understand that any change to the exterior of the building (deck/patio extension/gate/bench seat, etc., storm door, greenhouse windows, replacement windows, radon mitigation systems or any other exterior change requires prior approval from the Board of Managers/Brentwood Forest Condominium Association. I also understand that the owner is responsible for all expenses to reinstate the unapproved modification, and/or maintenance, correction, fines and attorney fee assessed, if any, for unapproved exterior or interior modifications.

Owner(s)

Date

Tenant(s)

Date

HELPFUL

PHONE NUMBERS & INFORMATION

| | | |
|--|---|---|
| Emergency | 911 | Call only if “life threatening” or fire/water or life endangering situations only. |
| BF Emergency After Hours | (314) 497-9582 | Non-emergencies should be reported to the Assn. office on the next business day. (Monday through Fri. 7:30 a.m. – 4:00 p.m.) |
| Brentwood Forest Condo Assn. 1401 Thrush Place Brentwood, Mo. 63144 | (314) 961-3066 FAX (314) 961-4935 | Located at the corner of Thrush Pl & Eager Rd. Association Hours 7:30 a.m. – 4:00 p.m. |
| | E-mail: office@brentwoodforst.com Website: www.brentwoodforest.com | |
| Brentwood Forest Clubhouse | | 9000 Wrenwood Lane (63144) Corner of Wrenwood Ln. & High School Dr. |
| Electric | (314) 342-1000 | |
| Gas | (314) 621-6960 | |
| Cable-Charter Communications | 1-855-757-7328 | Optional |
| City Hall | (314) 962-4800 | |
| Fire Department | (314) 963-8613 | |
| Library – Brentwood | (314) 963-8630 | |
| Maintenance (after hours) | (314) 497-9582 | |
| Occupancy Permit | (314) 962-4800 | Housing Department |
| Parks & Recreation | (314) 963-8689 | |
| Police Department | (314) 644-7100 | |
| Public Works | (314) 963-8642 | |
| Trash Pickup (Special) | (314) 962-4800 | City of Brentwood (4th Friday of the month) |