SPRINGFIELD PARK PLACE CONDOMINIUM ASSOCIATION

RENTAL LEASE INFORMATION & CHECKLIST

Dear Unit Owners,

Springfield Park Place Condominium owners may lease their units to outside parties. Certain documents must be submitted before a lessee moves in. Please review the requirements below and the Springfield Park Place Rental Resolution before executing a lease.

REQUIRED RENTAL DOCUMENTS

- ☐ Census Form
- ☐ Copy of a valid photo driver's license or valid photo non-driver's license
- ☐ Copy of rental lease (leases of less than one (1) year are not permitted)
- ☐ Lease Rider
- ☐ Declaration page of homeowner's insurance (HO-6 policy)
- ☐ Declaration page of renter's insurance (HO-4 policy)
- ☐ $75.00 processing fee — check payable to Springfield Park Place
- ☐ Pet Vaccination and Registration Form

SUBMISSION & REVIEW

Once all required documents are received, the rental package will be reviewed by the Property Manager. Please allow approximately 7–10 business days for review.

Documents may be delivered in a sealed envelope to the on-site management office, placed in the mailbox outside the office, or emailed to info@springfieldparkplace.com.

Questions? Contact the Springfield Park Place Management Office at 973-258-0040 or info@springfieldparkplace.com.