

# Long-Term Rental Application for Blue Heron Woods

According to the Rules and Regulations of Blue Heron Woods, long-term rentals are defined as at least 30 days in length. Only Blue Heron Woods Property Owners Association members in good standing may long-term rent.

In order to long-term rent, an Association member must complete this form and forward, along with a copy of the lease, insurance form, and application fee, to the Blue Heron Woods Board of Directors at least **2 weeks** prior to renting.

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**Instructions:** Please fill out all information below and on page 2-4. When complete, initial each box at the end and sign. Forward this application, all other necessary documents, and fee together to:

Electronically: [board@blueheronwoodspoa.com](mailto:board@blueheronwoodspoa.com)

Mail: Blue Heron Woods POA  
PO Box 606  
Hawley, PA 18428

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## **Basic Rental Information:**

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

Owners Name(s) (Please Print): \_\_\_\_\_  
\_\_\_\_\_

Length of Proposed Tenancy: \_\_\_\_\_

Beginning Date of Proposed Tenancy: \_\_\_\_\_

Ending Date of Proposed Tenancy: \_\_\_\_\_

## **Lessee Information:**

Maximum Number of People Residing at the Member's House  
(This cannot exceed 2 people per bedroom): \_\_\_\_\_

Owner's Name(s) (Please Print): \_\_\_\_\_

List names of **all the People** (Tenants) residing at the BHW Member's House. If any person has an address listed on a vehicle registration, list this address in addition to the name.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

Owner's Name(s) (Please Print): \_\_\_\_\_

**Owner Information:**

Contact Telephone Number(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Contact Email Address(es):

1. \_\_\_\_\_
2. \_\_\_\_\_

**Check One:**

- We are the Designated Agent(s) for this Lease
- We are not the Designated Agent. We are appointing another person, whose contact information is below

**Non-Member Designated Agent Information (If Applicable):**

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

Phone Number Contact: \_\_\_\_\_

Email Address Contact: \_\_\_\_\_

Primary Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Name(s) (Please Print): \_\_\_\_\_

We, the undersigned, as member(s) of the Blue Heron Woods Property Owners Association affirm that: (Please Initial Each Box, then sign at the bottom)

We have no outstanding violations or fines of record and have paid all dues and any assessments to the current due date.

We have included a copy of the executed lease agreement in this application. This lease includes the "hold harmless" clause as stated in the Renting Rules and Regulations (Item 8)

We currently hold either a HO-3, Commercial, or Landlord additional insurance policy where the Blue Heron Woods Property Owners Association is named as an additional interest. A copy of this policy is included in this application.

We have completed all necessary information located on the previous pages of this application and affirm its accuracy.

We understand and will abide by the complete Rules and Regulations for Renting in Blue Heron Woods and understand that we may be fined for any violation of these rules.

We have provided the lessee(s) with the following: A copy of the Rules and Regulations for Renting, any other currently existing Rules and Regulations, a copy of the Bylaws of the Association, and a Copy of the Declaration of Protective Covenants.

We have included our fee in the current amount determined by the board, payable to the Blue Heron Woods Property Owners Association

\_\_\_\_\_  
Blue Heron Woods POA Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Blue Heron Woods POA Member

\_\_\_\_\_  
Date