

# SNOWMASS VILLAS CONDOMINIUM ASSOCIATION

## Tenant Welcome Letter

Dear Tenant(s),

Welcome to the Snowmass Villas. The Snowmass Villas is a Common Interest Community governed by the Snowmass Villas Board and overseen by its Manager. As a Renter/Lessee you have a right to use and enjoy the Common Areas at the Snowmass Villas. Your right to the use of these common areas is subject to your compliance with the Rules and Regulations of the Snowmass Villas. Should you happen to violate the Rules and Regulations, you may incur fines and/or loss of use of common areas as directed by the Board.

On the website, [SnowmassVillas.org](http://SnowmassVillas.org), you will find the Rules and Regulations of the Snowmass Villas and an accompanying Fine Schedule, or [the link to the Rules and Regulations is here](#). Please familiarize yourself with these rules, and note that you and the owner are bound by all of the Rules and Regulations of the Snowmass Villas.

Also, below is a Tenant Information Sheet which you are required to complete and return to the Manager within one week of the date of delivery.

You will also find a Receipt of Acknowledgement which you are required to complete, indicating that you have received this letter, the Rules and Regulations, and the Tenant Information Sheet. The Receipt of Acknowledgement will need to be signed by the Owner of the unit and returned to the Manager within two weeks of the date of delivery to the tenant. Failure to return these forms in a timely fashion may result in a fine.

The forms must be completed at the start of each tenancy, and in the case of long term tenancy, must be completed and updated annually. Thank you for your compliance with these matters.

Snowmass Villas Condominium Association  
C/O Rutledge And Company  
P. O. Box 3149  
Aspen, CO 81612

Will Rutledge, Association Manager  
[Will@RutledgeAndCompany.com](mailto:Will@RutledgeAndCompany.com)  
970.948.6257

# SNOWMASS VILLAS CONDOMINIUM ASSOCIATION

## Tenant Information Sheet

Unit # and Owner Name: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

Tenancy – From: \_\_\_\_\_ Through: \_\_\_\_\_

Principal occupant contact information – Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Additional occupant contact information – Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Additional occupant contact information – Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Pets – Name(s): \_\_\_\_\_ Type: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

Vehicle – Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License: \_\_\_\_\_

Vehicle – Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License: \_\_\_\_\_

Date Delivered to Owner: \_\_\_\_\_ Date Returned: \_\_\_\_\_

**This form must be completed and returned within 5 business days from date of receipt to avoid fines.**

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## Tenant/Owner Acknowledgement of Receipt of Information

Dear Tenant and Owner:

This sheet verifies that the Tenant(s) in Unit \_\_\_\_\_ have received the pertinent information regarding residency at the Snowmass Villas. The Owner acknowledges delivery of this information to the Tenant.

Both Tenant and Owner understand that each should consult with the Manager and/or the Board of Directors for clarification or regarding any questions related to any of the forms or rules included in these pages or any other Association Regulation pertinent to the tenancy.

Since the information, rules, and forms described here are subject to change, revisions may occur, which will be communicated through official notices by the Association. Revised information may supersede, modify or eliminate existing rules and forms.

By virtue of all signatures below, the tenant and owners acknowledge receipt of:

- Tenant Welcome Letter
- Rules and Regulations and Fine Schedule (via the Association website)
- Tenant Information Sheet

I have received all of the forms/information indicated above and understand that it is my responsibility to read and comply with the Rules and Regulations of the Snowmass Villas Condominium Association.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that Tenant(s) have received the materials listed above, and that I may be held responsible for their actions, and I may incur fines, loss of use of common areas, or other penalties as a result of Tenant action(s) or inaction(s).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be returned to the Association within two weeks of receipt by tenant.

Return via postal mail or email:

Snowmass Villas Condominium Association  
C/O Rutledge And Company  
P. O. Box 3149  
Aspen, CO 81612  
Email: Will@RutledgeAndCompany.com