



INCIDENT REPORT FORM

Incident Date & Time _____

Address _____

Owner Name _____

Name of Person Filing Incident _____

Incident Details _____

Police Report Number (if applicable): _____

Please note: Owners reporting violations may also wish to file a complaint with the Town of South Bristol (585-374-6341) or southbristolny.org and/or call 911.

Bristol Harbour Village Association Rental Rules Violation Fee Schedule

Fines and procedures for enforcing rules and regulations:

To ensure compliance with the BHVA Rental Policy Rules and Regulations, Renting Members may be fined for violations. BHVA's Board of Directors has adopted this Fee Schedule, which will be in effect until changed by the Board. Any violation either by a Member or a Member's Tenant, Invitee, Authorized Guest or Unit occupant shall be subject to the following fines:

Violation	1 st Offense	2 nd Offense	3 rd Offense
Failure to Register a Unit for Renting with BHVA or without a TOSB STR Permit	<ul style="list-style-type: none"> • \$250 per Day fine for renting without TOSB Permit or BHVA Approval • Cease and Desist Letter to be sent to Unit Owner • Lien on Rented Unit if Fine Not Paid Within 7 Days 		
Rental Notification Form Not Submitted¹	\$100	\$200	\$300
Incomplete/Late Rental Notification Form	\$50	\$75	\$100
Failure to Submit Vehicle Information (on or before day of check-in)	\$50	\$75	\$100
Renter's Misuse of Amenities	\$50	\$75	\$100
Renter's Misuse of or use of Owner's BHVA Access Card	\$50	\$75	\$100

When non-compliance occurs, the following steps will be taken:

- A violation letter will be sent to the Unit Owner via email and USPS with the expectation that any fine levied is to be paid within 10 days.
- Within 7 days of receipt of the Violation Letter, the Unit Owner may request a hearing before the Board to discuss the violation by contacting the management office.
- In the event of excessive violations, the BHVA Board may suspend the Owner's Short-Term Rental privileges and disable the Owner's BHVA Access Cards. In this event, the homeowners will be notified of a hearing in which said violations will be evaluated and further action will be determined.

¹ Failure to submit a rental notification form is strictly prohibited. The BHVA Board reserves the right to prohibit Tenants from using any BHVA property, common elements or amenities, including the roads, for any breach of these rules.

Acknowledgement of Rental Rules

Owner's Name: _____

BHVA Rental Address: _____

Owner's Email Address: _____

Owner's Phone Number _____

Maximum Occupancy _____ TOSB Permit # _____ Exp. Date _____

I, _____, am the Owner of the rental property listed above and have read, understand and agree to abide by the BHVA Rental Rules. I acknowledge that I am responsible for ensuring that all rental parties are conversant with and agree to abide by these same rules and regulations.

These include but are not limited to the following:

- *Short-Term Renters and Tenants shall comply with all BHVA Rules including pets, parking, and the approved use of the elevator to the beach, beach, and refuse/recycling center using the Limited Access Card purchased by the Owner for their Short-Term Renters.*
- *Short-Term Renters are prohibited from having pets on BHVA property at any time.*
- *Short-Term Renters are welcome to use the Basketball Court, Playground, and Outdoor Car Wash. Pickleball and Tennis Courts will be available for shared use by Short-Term Renters and Residents from 3 PM to Dusk daily unless a scheduled event is being hosted.*
- *Short-Term Renters are prohibited from using the following amenities: Community Center, BHVA-owned BBQ Grill and firepits, and the kayak/paddleboard rental program. A fine will be levied for non-compliance.*

I am up to date and in good-standing with all BHVA and Homeowner's association monthly and special assessments. I acknowledge that all BHVA accounts must be current at the time of submitting any Rental Notification Forms to the management office.

I agree to submit one Rental Notification Form per Rental Event to the management office **24 hours prior to the check-in date** via email to achristoff@kenrickfirst.com. If rental car(s) will be utilized, I will submit updated Vehicle Information **no later than 11:59PM the day of check-in.**

I acknowledge that I am solely responsible for dispute resolution on issues that may arise. Accordingly, **I agree to be available for contact by residents on a 24/7 basis** while Renters occupy my property and grant the management office permission to communicate my contact information to BHV Owners when necessary for conflict resolution.

Owner's Signature: _____ Date: _____

Rental Notification Form

Owner's Name: _____

BHVA Rental Address: _____

Owner's Email Address: _____

Check-in Date: _____ Check-out Date: _____ # of Occupants: _____

Rental Agency (if applicable): _____

Names of All Occupants: _____

Renter's Vehicle Information

(Number of vehicles limited by the number of parking spaces noted on your TOSB permit.)

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Plate Number				
State				
Make				
Model				
Color				
Rental (Y/N)				

Owner must submit the Rental Notification Form to the management office ***24 hours before the check-in date***. Please email to achristoff@kenrickfirst.com. If renter(s) will be utilizing a rental car, please put "TBD" in the plate number field and submit information no later than 11:59 PM on the day of check-in to avoid fines. ***Please remember that the maximum number of vehicles must reflect the maximum parking spaces noted on your TOSB permit.*** Owner also assumes full responsibility for their rental agent to comply with all the above. It is the responsibility of the owner to inform the rental agency of all BHVA rental rules. The Owner agrees that failure to comply will make them subject to fines and, in extreme cases, potential revocation of the approval BHVA has granted the Owner's Short-Term Tenants to use any BHVA property, common elements, amenities, and all roads within Bristol Harbour.

Owner Signature _____ Date _____