

July 30, 2009

ATTENTION! INVESTOR OWNERS

Be advised if you are an investor owner who rents their unit(s), it is imperative that the management office at Goshen Valley Condominiums, maintain current information on all owners/tenants, therefore, the following is required:

- **Lease/C&O** - A *current* lease of all tenants as well as the Certificate of Occupancy (C&O) which is a requirement of East Goshen Township each time you rent your unit. You may reach East Goshen Township at 610-692-7171. This information is to be supplied to the office when a tenant moves into the unit or prior.
- **Proof of Insurance** – You are required to submit proof of insurance. Be advised that your Association carries condominium insurance protecting the exterior and common elements, however, all unit owners, investor owners and renters are required to have insurance coverage against any loss or liability to their personal property and its contents. It is essential that your tenants understand the importance of obtaining renter's insurance to protect their own personal belongings.
- **Resident Information Form** – It is important to have a completed resident information form in order to keep all phone numbers current as well as emergency contacts. If you need a resident information form, please contact the management office.

As an investor owner you are responsible for ensuring your tenants receive and read a copy of the Association's Rules & Regulations and abide by them. Any fines issued due to violation of the Rules & Regulations will be levied against the owner of the unit.

This information needs to be received by management within 5 days of tenant(s) moving in. Failure to comply may result in fines levied against your account.

Thank you for your attention to these matters.