

New House Rule 23

Effective: 7/1/2015

Shareholder Occupancy and Sub-Leasing of Units

- 1) Shareholders are responsible for knowing and abiding by District of Columbia Regulations pertaining to Investment Properties.
- 2) Until 81% of units can be deemed a Principal Residence Property by Fannie Mae, each Shareholder who's unit cannot be deemed a Principal Residence Property will pay a monthly administrative fee of fifty (\$50.00) dollars.
- 3) After transfer of stock, a unit must be deemed a Principal Residence Property by Fannie Mae for 12 continuous months before a Shareholder is permitted to sublease the unit.
- 4) All sub-leases must be approved by the board prior to scheduling a move-in. Failure to schedule a move-in with the building manager will result in a fine of two hundred dollars (\$200.00). Failure to obtain board approval will result in an additional fine equal to two (2) times the current move-in fee.
- 5) The following information must be received by the board to approve a sub-lease:
 - a) A copy of the Sublease agreement
 - b) A signed 3900 Tunlaw Cooperative sublease addendum
 - c) A completed new resident application and releases for each proposed subleasee
 - d) A tenant background check/screening by a firm approved by the Cooperative on each adult occupant
 - e) A check made payable to 3900 Tunlaw Cooperative in the amount of the current Move-in/out fee
 - f) Updated Shareholder contact information
 - g) The Board will not permit the sublease of any unit for which the house account is not in good standing. All outstanding rent, fines, and fees must be brought current.
- 6) No sub-lease will be approved by the Board for a term of less than 12 months.
- 7) Leasing of the unit is not permitted by the sub-lessee
- 8) No sub-lease will be approved by the Board which permits occupancy of more than:
 - a) Two (2) adults and their legal children in an efficiency apartment
 - b) Two (2) adults and their legal children in a one bedroom apartment

- c) Three (3) adults and their legal children in a two bedroom apartment
- 9) Within one (1) week following a move-in, the Building Manager will welcome the new tenant(s) and inspect the property for adherence to House Rules and Regulations.