



*In the heart of Gulf Harbour*

## Shangri La Gardens

PO Box 421  
Whangaparaoa 0943

16 December 2013

### **Notice to all Shangri-la Gardens Property Owners**

If you own a property within Shangri-la Gardens and wish to rent it out you are obliged to satisfy the following requirements when signing a lease with a Tenant.

- The Constitution, Schedules 1 & 2 and Shangri-la Gardens Residents Rules (please download direct from the Shangri-la Gardens website : [www.shangrilagardens.co.nz](http://www.shangrilagardens.co.nz) must form part of the tenants lease document. The tenants are required to sign the Shangri-la Gardens Residents Rules, a copy of which is to be sent to the Residents Committee at the above postal address, Attention: The Secretary. This ensures that the tenants are aware of their obligations under the Constitution and also allows us to keep an up to date record of contact details for those living in Shangri-la Gardens.
- In addition a bond of \$500.00 is payable by the property owner, this will be held by the Residents Association until such time as the property is no longer being rented ie: occupation has been returned to the property owner(s) and the security key (which allows access to the facilities as detailed above) has been returned undamaged.

Once the bond has been paid and the tenant has completed the relevant documentation and we have received a copy they will then be allocated with a security swipe key, which will allow them access to the Communal facilities. This key remains the property of the Shangri-la Gardens Residents Association and therefore must be returned to the Keyholder Manager or another member of the Residents Committee when a tenant vacates the property. It must not be left behind or given to a new tenant or owner. The cost to the property owner to replace one of these keys should the key be lost is \$50.

Should you have any questions or require additional information please contact Tracy Shakes, Secretary at [leeandtracyshakes@gmail.com](mailto:leeandtracyshakes@gmail.com) or by phone at 424 0707 or visit the Shangri-la Gardens website: [www.shangrilagardens.co.nz](http://www.shangrilagardens.co.nz)

Thank you.

Shangri-la Gardens Residents Association Inc.