



In the heart of Gulf Harbour

Shangri La Gardens

PO Box 421
Whangaparaoa 0943

Updated: March 2019

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:

- **Lease Agreement**

The Constitution, Schedules 1 & 2 and Shangri-la Gardens Residents Rules must form part of your tenant's lease agreement. (These can be downloaded from the Shangri-la Gardens website.) Tenants must read and sign a copy of the Residents Rules to ensure they are aware of their obligations.

- **Bond**

A bond of \$500.00 is payable by the property owner, on behalf of the tenant, and this will be held in trust by the Residents Association until such time as the property is no longer being rented out and the last tenant has returned the security key to the Residents Association.

- **Electronic Security Key**

The security keys remain the property of the Residents Association at all times. The Property Owner must return their key to the Residents Association upon vacating the premises. The Residents Association Chairperson (or their representative) will be responsible for welcoming a new tenant and passing the key over dependent upon two things:

1. the bond being in place,
2. a copy of the signed Residents Rules having been received.

- **End of Tenancy**

When a tenant vacates the property s/he must return the electronic security key to the Residents Association Chairman or a committee member. It must not be given back to the owner/property agent, or left for a new tenant. Lost or unreturned keys will be remotely turned off. The cost of a replacement key is \$50 and this will be deducted from bond monies held in trust.

Should you have any questions or require additional information please contact Lisa Reynolds, Secretary/Treasurer at lisa@accountingworks.net.nz or visit the Shangri-la Gardens website: www.shangrilagardens.co.nz

Thank you.

Shangri-la Gardens Residents Association Inc.