

Dear Charleston Village Homeowner,

If your property is currently being rented to tenants and you wish for them to have access to the pool, you will need to provide the Board, in writing, the authority to issue keys to that renter.

These keys are the responsibility of the homeowner. The homeowner will be responsible for any pool damage incurred or any erroneous behavior exhibited by the renter.

Please keep in mind that if you become behind on your homeowner's dues or fail to pay any assessed fines, the Board will deactivate your key access.

In addition, if your renter does not return the key(s) to you (the homeowner) at the end of their rental period, it is the homeowner's responsibility to purchase a new key(s) for any subsequent tenant(s). Any lost keys must be purchased for \$25.00.

You may pick up your pool key(s) at the office of RS Fincher & Co. in Apex, at 315 S. Salem Street, Suite 500. The office hours are: Monday-Thursday 8:00am-5:00pm and Friday 8:00am-12:30pm. If you have any questions or need directions please call the office at (919)362-1460.

---

If you wish for your tenants to have access, please complete and return the form below to: RS Fincher Management Company, PO Box 1117, Apex NC 27502. Once the form is on file, the renter will be able to pick up their keys from RS Fincher.

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Charleston Village Address: \_\_\_\_\_

Name of Tenants: \_\_\_\_\_

Tenant Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, authorize the Charleston Village Board and RS Fincher to provide the above listed tenants with key access to the pool.

OPTIONAL: Permission for tenant to purchase extra key(s)    YES    NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST BE SIGNED BY THE HOMEOWNER ONLY**