

Date: November 6, 2023.

TO: All Owners and Property Managers

SUBJECT: New Leasing Standards

The MetroWest Master Association (MWMA) has changed their Rules and Regulations concerning the leasing standards effective January 1, 2024 in the Metrowest area controlled by the Master Association.

These changes are in line with the Crime Free Program adopted by the MetroWest Master Association.

The Azur at Metrowest Condominium Association, Inc., (Azur) as member of the MWMA, must follow the new requirements. This means that owners that lease/rent their units will have to comply with the new requirements and Azur must enforce them.

The domestic and international background check will be concentrated in the hands of **Metro Screening**. They will review the screening reports and point out all the information that match the list of illegal or unlawful activities listed on the Crime Free Addendum. Please note that one illegal/unlawful activity match will be enough to not authorize the tenant moving in. Background checks issued by other companies will no longer be accepted.

Tenants that move into the community before the entire package is complete and accepted will automatically forfeit the lease agreement and must leave the community immediately. Owners and Property Manager, must wait for final review of Resident package before authorizing tenants moving in.

**There will not be exceptions to the regulations and those tenants will not be allowed in the community. Please do not ask for exceptions, they will not be granted.**

Owners and Property Managers can do their own **financial references** check.

The Association will not review the leasing package unless it is **complete**. Document forms with electronic signatures must provide a validation certificate.

Depending on the volume of applications filed, the weekend days, and holidays involved in the approval process, it may take several days to get the needed review complete. Estimated time is 7 working days (Monday through Friday working week).

Again, **do not ask for exceptions, they will not be granted.**

Azur did the corresponding review of its own leasing/rental standards incorporating the updates from the MWMA.

The renewal of the leases into the 2024 calendar year will need to use the enclosed set of documents and follow the new standards.

For further information, please find enclosed the following documents:

- Updated Leasing/rental standards incorporating the MWMA standards.
- The new Azur at Metrowest package that will need to be used from now on.
- The MWMA leasing standards and Crime Free Multi-Housing program.

- The MWMA Public Safety Resources.
- The MWMA Rules and Regulations revised sept.3, 2023 properly recorded.

Cordially,

Azur at Metrowest Condominium Association, Inc

Steve Augustine:   
Association President

Date: 11/6/2023

Gaston Correa:   
General Manager

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