Zelzah Garden Homeowners Association · 5135 Zelzah Avenue, Encino, CA 91316

Renting out your unit: owner guide

The rules for owners who lease their unit, in the order you'll need them. This is a summary of the CC&Rs, Bylaws and Rules and Regulations. If anything here differs from them, the governing documents control. Updated October 2026.

1. Before you list

- Leases must be for 30 days or longer. Short-term, vacation and hotel-style rentals are not allowed.
- "For rent" signs go only on the Association's sign post in front of the building, and may show only that the unit is for lease, directions, and the owner's or agent's name, address and phone number. No signs in windows.
- A parking space can be rented to a non-owner only together with a lease of the unit.
- **Rented units must be pet-free**, except an assistance animal (see step 3). Say so in your listing.

2. The lease

- The lease must be in writing and for 30 days or longer.
- It must require the tenant to follow the CC&Rs, Bylaws and Rules and Regulations, and make a failure to follow them a default under the lease.
- It must state that no pets are allowed, except an assistance animal approved through management.
- **Submit the proposed lease to the Board through management before the tenant moves in.** The Board checks that the lease is in writing, is for 30 days or longer, and binds the tenant to the governing documents. Not submitting it is a violation of the CC&Rs.

3. Before the tenant moves in

- Notify management at least 48 hours before the move, by phone or in writing, with the move date. A move fee applies; ask management for the current amount. The tenant is added to the front door entry system once the move is processed.
- Give your tenant a current copy of the Rules and Regulations.
- If your tenant needs an assistance animal, the request goes to management. If the need isn't obvious, management may ask for reliable supporting documentation.
- Give your tenant your phone number and email for repairs inside the unit.

4. Within 5 business days after signing

- Notify the Board in writing, through management: the tenant's name, the unit, the date of the lease, and the names of everyone who will live there (and the ages of any minors).

5. While the unit is rented

- You are responsible for your tenants and their guests. Violation notices, fines and charges for damage they cause are sent to you.
- Before any fine you receive written notice, a chance to correct the violation, and an opportunity for a hearing. Fines are capped at $100 per violation unless the violation may affect health or safety.
- Repairs inside the unit are the owner's responsibility.
- **Common areas are repaired only by the Association.** Neither owners nor tenants may repair or alter the elevator, doors, gates, intercom or anything else in the common areas without the Board's written approval, even temporarily. Report damage to management right away.
- Tenants park only in the unit's assigned space. Courtyard reservations are made by the owner.
- If assessments go unpaid, the Association may collect the rent directly from the tenant until the account is current.

6. When the tenant moves out

- Notify management at least 48 hours ahead. Protect the elevator and hallways during the move; damage to common areas is charged to the owner.
- For a new tenant, start again at step 2.

Management: Higher Ground Property Management, Inc., (888) 810-9533, service@highergroundmgmt.com. After-hours building emergencies: (818) 282-8073. Emergencies: 911.

Sources: CC&Rs Art. XI (Rental of Unit, Common Area, Parking), Art. XII (Architectural Control) and Art. XXXV §7 (Notice of Sale or Lease); Bylaws Art. I §3 and Art. XI; Rules and Regulations (Tenants, Signs, Moving Policy, Tenant Pets); Civil Code §§4741, 5850 and 5855. More at www.zelzahgardenhoa.org/renting.