



Rental Requirements Checklist

Unit # _____ Address _____ Unit Owner Name: _____

X	Date Submitted	Item
		Disclose fact unit to be rented <i>(10 days prior to presenting lease to Lessee)</i>
		<p>REQUIRED minimum 10 business days PRIOR to lease being presented to Lessee: <u>Unit Rental Disclosure Form – Part 1</u></p> <ul style="list-style-type: none"> • Submit to RBCA a copy of EXACT lease for review and compliance • With Lease copy, provide check made out to RBCA, for “Move-In/Move-out” fee in amount of \$600 <i>(to cover legal costs of RBCA lease review)</i> • Lease submitted to INCLUDE “Lease Addendum” as provided on website
		<p>REQUIRED minimum 10 business days PRIOR to lease being presented to Lessee: <u>Unit Rental Disclosure Form – Part 2</u></p> <p>Receive written verification and confirmation unit owner has obtained the required background check:</p> <ul style="list-style-type: none"> • from BOD approved company • for all intended occupants of the unit over 18 years old <p>Receive Contact Information:</p> <ul style="list-style-type: none"> • Tenant <ul style="list-style-type: none"> ○ Tenant Name(s) – ALL tenants 18 years of age or more ○ Email address ○ Telephone number(s) • Property Management Company <i>if applicable</i> <ul style="list-style-type: none"> ○ Company name ○ Name of person specifically designated as contact for leased unit ○ Mailing address ○ Email address ○ Telephone number (s)
		Receive Co-Owner’s Certificate of Homeowner’s Insurance
		<p>Review of Lease – 10 day review period</p> <ul style="list-style-type: none"> • Includes “Lease Addendum” to be signed by landlord and tenant • Minimum 6 month initial period • Provision for opportunity to rent “month to month” after initial term. • Requirement of tenant to obtain and hold current “renter’s insurance” • End date of initial lease <p>Provide acceptance or comments on lease</p> <ul style="list-style-type: none"> • Notification, in writing, minimum every 3 years whether tenancy continues and whether any tenants have changed
		Receipt of COPY of executed Lease WITH Addendum – VERIFY matches originally reviewed documents.



Unit Rental Disclosure Form - Part 1

Article VII - Leasing and Non-Co-owner Occupancy of Units

Section 8. Limitations on Units that May be Rented...

- (a) **Leasing Limit** No more than two (2) Units in the Condominium may be leased simultaneously at any given time

Submit a minimim 10 business days prior to presenting lease to potential leasee

Section 4. Leasing Procedures

- (a) **Lease Form** - A Co-owner desiring to lease their Unit shall disclose that fact in writing...

I, _____ of unit ____ address _____
Printed Name *Signature*

am disclosing my intent to lease my unit, provided not more than (2) units are already being rented.

Attached to this notice, the following are being submitted:

- (a) **Copy of the exact lease to be signed by my tenant.**
- (b) **Move-In/Move-Out Fee check in amount of \$600, payable to RBCA**

Please return this form to the current PROPERTY MANAGER - see current BOD listing



Unit Rental Disclosure Form - Part 2

Article VII - Leasing and Non-Co-owner Occupancy of Units

Section 4. Leasing Procedures

(a) Lease Form - A Co-owner desiring to lease their Unit shall disclose that fact in writing...

I, _____ of unit _____ address _____
Printed Name *Signature*

Submit a minimim 10 businss days prior to presenting lease to potential leasee

I am submitting:

(a) Background Check *Written verification and confirmation background check has been obtained.*

The background check was performed by:

_____ on _____ date
Company Name *date*

_____ *Person Who Completed Report* *Report ID #*

_____ *Company Address* *Telephone No.*

(b) Tenant(s) Contact Information

In accordance with the bylaws, I am verifying and confirming a background check has been obtained for all intended occupants of the Unit who are over the age of eighteen (18). Those individuals are:

_____ *Printed Name* *Email address* *Telephone No.*

_____ *Printed Name* *Email address* *Telephone No.*

_____ *Printed Name* *Email address* *Telephone No.*

Please return this form to the current PROPERTY MANAGER - see current BOD listing



River Bend Condominium Association

Insurance Requirements if Unit is to be Rented

Article IV - Insurance

Section 3. Insurance Responsibilities of the Co-Owner

(b) Specific Insurance Duties of the Co-owner:

(vii) **Rental Coverages.** It shall be the responsibility of each Co-Owner to require any tenant or non-Co-owner occupant to maintain renters' insurance, and under no circumstances shall the Association be liable to any renters or non-Co-owner occupants for damages to their personal property inside the Unit.

p4: The Co-owner shall obtain insurance coverage and/or appropriate endorsements whereby the insurer **expressly agrees to waive its right to recover payment from the Association and any other Co-owner for any losses that are payable under the Co-owner's insurance policy.**

p5: **Each Co-owner shall provide a certificate of insurance to the Association showing that all of the above-listed coverages are in effect.**

The Association acting via each year its Board of Directors, shall have the right but not the obligation to place insurance on the Condominium Unit and/or to obtain for a Co-owner's Unit any of the Co-owner coverages listed in Section 3 (b) (i) – (vii) above for any Co-owner who fails to obtain their own Form HO-6 and the other coverages listed therein; the expense thereof shall be assessed to such Co-owner's Condominium Unit.

**RIVER BEND PLYMOUTH CONDOMINIUM ASSOCIATION
ADDENDUM TO LEASE**

Between _____ (Landlord)
And _____ (Tenant)
Regarding _____, Plymouth, MI
Unit _____, River Bend Condominiums (the "Leased Premises")

The following provisions shall be incorporated into the above referenced Lease as is fully set forth in the Lease, and shall control over any contrary provisions in the Lease:

1. Compliance with Condominium Documents and Municipal Ordinances. The Leased Premises consist of a Condominium Unit in River Bend Condominiums (the "Condominium"). Tenant's right to use and occupy the Leased Premises shall be subject and subordinate in all respects to the provisions of the Amended and Restated Master Deed, the Condominium Bylaws, the Association's Rules and Regulations, and any other document referred to in those documents that affect the rights and obligations of a Co-owner or occupant in the Condominium (collectively and as may be amended, the "Condominium Documents"). Failure by Tenant or any person on the Leased Premises or Condominium as a result of Tenant's occupancy to comply with the Condominium Document provisions shall constitute a material breach of the Lease. Landlord and Tenant shall comply with all municipal ordinances relating to leasing of the Leased Premises.

2. No Assignment or Subletting. Tenant shall not assign the Lease and shall not sublet the Leased Premises.

3. Release and Indemnification. Except as otherwise provided in the Condominium Documents or by law, Tenant releases and holds River Bend Plymouth Condominium Association (the "Association") harmless from any damage or injury occurring on or about the Leased Premises to Tenant, their family members, guests, or invitees, or to any personal property that may be on the Leased Premises. Tenant agrees to protect, indemnify, and hold the Association harmless from and against any and all loss, costs, expense, damage, or liability arising out of Tenant's occupancy or use of the Leased Premises or Condominium.

4. Assessment Arrearage. As more fully set forth in the Condominium Documents, if Landlord should be in arrears to the Association for assessments, the Association may give Tenant written notice of the arrearage, and Tenant thereafter shall deduct from rental payments due Landlord the arrearage set forth in the notice, together with future assessments as they fall due, and pay them to the Association. Any such deduction shall not constitute a breach of the Lease by Tenant.

5. Addendum Provisions Control. If any provision in this Addendum conflicts with any provision of the Lease, this Addendum shall control.

LANDLORD

TENANT

Signature

Signature

Print Name

Print Name

Date: _____

Date: _____