



The Villages of Oscoda HOA

Dear Landlord,

As you may know by now, the Villages of Oscoda had formed an Occupancy / Rental Compliance Committee (ORCC). The purpose of this committee was to oversee all rentals to insure full compliance with existing Homeowner Association (HOA) Bylaws. We have prepared a “Rental Packet” for use whenever a property is to be rented or leased. This will also be used for all *non-owner occupants* when no lease is signed such as a family member not on the deed or a friend. This packet is available at the office or can be downloaded from this web site. The information contained in the packet includes the following:

1. Landlord Checklist - This is a checklist to verify the documents required to complete the rental packet. When approved, it will be signed off by the office and will serve as your rental permit.
2. Landlord Information Sheet - This document provides all contact information for the Landlord and/or Property Manager.
3. Copy of Lease - You will be required to provide a signed copy of the lease for your property.
4. Declaration of Occupants - This document lists the specific names of persons that will occupy the rental property. In addition, all pets must be listed as well. Please note that the Association Bylaws has a restriction of two (2) pets per unit home and includes breed restrictions (See Article VII, Section 4).
5. HOA Bylaw Agreement - This document states that the Tenants and Landlord agree to all terms of the HOA bylaws and that the tenants have received a copy of the bylaws.

A new Rental Packet MUST be completed and approved for new tenants.

The ORCC designed the Rental Packet to minimize the amount of work for landlords and will provide uniform information to the HOA in the event non-compliant issues arise. The Rental Packet is REQUIRED before a rental permit can be issued.

Please Note: On November 10, 2015, the Board of Directors voted unanimously to place fines on any Co-Owner who fails to submit a Rental Packet and accompanying lease for their rental units **within 10 days of the execution of the lease**. The fine schedule will go as follows:

- The Co-Owner must submit the Rental Packet and the lease for the unit within ten days of the execution of the lease or there will be a \$25.00 fine after the first ten days.
- Should the Co-Owner fail to submit the Rental Packet and/or lease within 30 days after the lease has been executed, there will be an additional \$25.00 fine.
- Fines will continue to accrue in the amount of \$25.00 every 30 days following that until the packet and/or lease has been submitted.
- The Co-Owner will have an opportunity to a hearing with the Board of Directors should a fine be incurred to discuss why the Rental Packet and/or lease was not submitted in time.

Thank you,
Villages of Oscoda HOA Board of Directors