

# Villages of Oscoda HOA Landlord Checklist

ADDRESS: \_\_\_\_\_

The following documents must be completed in order for a Rental Permit to be issued for this property. Once completed and approved by the HOA the checklist will serve as your rental occupancy permit. Property cannot be occupied until this permit has been completed and approved.

1. Landlord information sheet

\_\_\_\_\_  
HOA

2. Copy of lease

\_\_\_\_\_  
HOA

3. Declaration of Occupants

\_\_\_\_\_  
HOA

4. Signed statement by tenants that they have received a copy of the HOA Bylaws and agree to abide by the contents contained therein.

\_\_\_\_\_  
HOA

\_\_\_\_\_  
LANDLORD / DATE

\_\_\_\_\_  
VILLAGES OF OSCODA HOA

**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. This notice was also published in the February/March 2016 Newsletter and was mailed to every resident and their Rental Managers. 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 and will continue to accrue a \$25.00 fine 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 explain to them why the Rental Packet and/or lease was not submitted in time.

PLEASE RETURN WITH COMPLETED ORCC PACKET TO:

The Villages of Oscoda HOA  
5631 Georgia Drive  
Oscoda, MI 48750  
Ph. (989) 739-4915  
Fax (989)739-4720  
Email: office@voohoa.net

Rev. 1/20/22