

Villages of Oscoda HOA Landlord Checklist

ADDRESS: _____

The following documents must be completed and returned to the office within 10 days of signing the Lease. Once completed and received by the HOA a member of the office staff will sign the checklist and return a copy to the Landlord/Property Manager which will serve as your rental occupancy proof of Forms/Lease receipt.

1. Landlord information sheet

HOA

2. Copy of lease

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3. Declaration of Occupants

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4. Signed statement by tenant(s) 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

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