

Maple Forest Leasing Guidelines

The following guidelines are intended to give the co-owner some specific criteria that must be met before a unit can be leased as well as rules applicable to you as a landlord. The complete text can be found in the Bylaws Section (Article VI Section 1) of your Master Deed.

- The lease must be for a minimum of one year.
- A copy of your intended lease document must be presented to the Board of Directors a minimum of ten days prior to presenting the document to the intended lessee.
- Your lease document **must** contain language that addresses the following provisions:
 1. The lessee understands they must comply with all the conditions of the condominium documents (rules, regulations and bylaws; copies of which should be presented by you for their review).
 2. Should the tenant fail to comply with the conditions of the condominium documents the co-owner will be notified and given 15 days to investigate and correct the alleged breach by the tenant or advise that no violation has occurred. If neither has been accomplished within the stated time frame then the board has the authority to take legal action to recover costs and/or begin eviction proceedings.
 3. Should the co-owner fall into arrears the board has the authority to notify the tenant, in writing, of the arrearage. Upon receipt of this notice the tenant will then deduct the stated amount from the next rental payment and forward that amount to the association.
- **A signed copy of the final lease must be forwarded to the Board of Directors via the management company for record retention. Additionally, you must provide the lessees full name, phone number and email addresses so they may be kept apprised of goings on within the complex.**
- In summation, you are responsible for the actions of your tenant.

I accept the requirements and responsibilities as stated above:

Co-Owner Signature: _____ **Date:** _____

Co-Owner Address: _____

Submit completed guideline to:
Leadership Management, P.O. Box 307, Hartland, MI 48353 or
dawn@leadershipmanagement.us

Rules and Regulations
Addendum Document 101.1
Board Approved: May 14, 2012
Revised: Sept 3, 2020 (revisions are underlined)