

## Woodview Condominium Association

### Co-Owner Checklist for Rental/Non Co-owner Occupied Properties

Revised 6/1/2024

In accordance with the policies set forth by the Woodview Condominium Association Board of Directors, co-owners who are renting/leasing out their units shall adhere to the following checklist. *Each time you rent out your property all paperwork must be updated and sent in to the Timmons Mgt. Co. to keep their files current.*

- Ensure that an updated **co-owner sheet** is sent to Timmons Management each time there is a change in occupancy status (new tenant / unit is vacant) or contact information has changed.
- Maintain insurance coverage to cover the cost of replacement of the unit – *a certificate of insurance indicating Woodview Condominium Association is a certificate holders/additional interests by your insurance company with a copy sent to Timmons Mgt. Co.*
- Ensure that a **Certificate of Rental Compliance** is obtained from the City of Westland and it is registered as a rental unit. Forward a copy to the property management office. Certificates must be kept current
- A copy of the **lease agreement** shall be filed with the property manager
- A copy of the **lease addendum** ,provided by the Association, with a copy of the lessee's identification and background check (through MSP ICHAT) , shall also be filed with the property manager

Please ensure that tenants are provided with the following information:

- A copy of the Rules and Regulations pertaining to the Woodview Condominium Association
- Advise tenants of the need to carry Renter's Insurance for their insurable cost in the unit and contents

- Maintenance requests for repairs inside individual units should be directed to the co-owner renting/leasing out the unit not the property management company. Co-owners may call the property management office to request repairs of a common element.

Mailbox keys are not supplied by the Woodview Condo Assn. Call the local branch of USPS to obtain replacements for missing keys.

Access to the pool in the summer requires a programmed pool fob (cost \$25) available from the property management office.

**CO-OWNERS SUBMITTING INCOMPLETE OR LATE LEASING PACKAGE SUBMISSIONS WILL BE SUBJECT TO FINE FOR VIOLATION OF THE ASSOCIATION LEASING POLICY.**

**ALL LEASE PACKAGES MUST BE SUBMITTED 10 DAYS PRIOR TO THE START DATE OF YOUR LEASE FOR ASSOCIATION REVIEW.**

The following fines and administrative charges are currently in effect for violations of the rental policy.

- \$50 non refundable document review fee for all new leases
- \$100 fine for submitting lease packages less than 10 days prior to the start date of any lease submitted to the association. The same shall apply to any requests for an expedited review by the association
- \$150 fine for failing to submit a complete lease package to the association and moving in a tenant without association approval.

**Certificates of Rental Compliance-City of Westland**

- \$50 fine issued on the date of expiration
- Co-owners can request the fine be rescinded if a new certificate is filed with the association or its property manager within 30 days of expiration