



297 CLAY CONDOMINIUM OWNERS ASSOCIATION, INC.

297ClayCondos@comcast.net

297 W. Clay Avenue #500
Muskegon, MI 49440
231-722-4619 (messages only)

LANDLORD MANUAL

The decision by a co-owner to lease their unit in the Condominium should not be done in a vacuum. When a co-owner leases their unit, it affects all other co-owners. Therefore, the Bylaws of the Condominium set limitations on the co-owner's ability to lease the unit and the circumstances under which the co-owner is permitted to lease the unit.

Even if a co-owner has leased their unit in the Condominium, their responsibility to the Owners Association is not relinquished. Rather, a co-owner who leases their unit takes on the additional responsibilities associated with being a landlord. Most notably, the co-owner landlord is responsible for keeping the Owners Association informed of the lease (as required in the Bylaw and Rule on Leasing), and is responsible for the conduct of their tenant(s) and the guest(s) of their tenant(s).

The Board of Directors has compiled this Landlord Manual to assist those co-owners who have been approved to lease their units within the Condominium. A Quick Reference for Landlords is included at the end of this manual.

There are three basic sections to the Manual:

1. What you need to do as the current tenant vacates your unit
2. What you need to do as soon as you identify a new tenant for your unit
3. What you need to do before the new tenant may move into our building

You should review the Bylaw on Leasing Units (including the Bylaw Amendment), as well as the Rules, Regulations and Policies on Lease(s). All of these documents are available on our website at www.297ClayCondominiums.com.

YOUR TENANT HAS TOLD YOU THEY ARE MOVING OUT

As soon as you know when your current tenant will be moving out, you should notify the Co-owner Liaison by dropping a note in the drop box next to the elevator in the lobby or by sending an email to Janet297Clay@aol.com.

The move-out date & time will need to be scheduled via the Co-Owner Liaison, who will be in contact with the Property Manager. Either you or the tenant will need to identify the person who will attend to the building entry while the doors are unsecured.

You will be responsible for paying the Move-out Fee at least five days before the scheduled move-out.

The Property Manager will deactivate the fob(s) assigned to the tenant(s) at the end of the move-out process.

You will be responsible for retrieving the following things from your tenant, or plan to purchase replacements for the new tenant:

- Parking Decals for all vehicles (\$5.00 each)
- Visitor Parking Pass (\$5.00 each)
- Building Entry Fob(s) issued to each tenant (\$25.00 each)
- Key(s) to the Unit Entry Door
- Key(s) to the mailbox

Any damage to the elevator or other common areas will be assessed to you after the move-out process is complete. You should plan your refund of the tenant deposit accordingly.

Your Rental Offering Period will commence the morning after the move-out.

YOU HAVE IDENTIFIED A NEW TENANT

As soon as you identify a new tenant, you should notify the Co-owner Liaison by dropping a note in the drop box next to the elevator in the lobby or by sending an email to Janet297Clay@aol.com.

The Bylaws require that at least five days before the new tenants move in, you provide to the Owners Association a completed lease showing the tenant(s) signature and the rent amount. The Board will work with you to shorten that time, if possible, but having a completed lease with the required provision acknowledging that the tenant(s) and their guests will comply with the Bylaws, Rules, and Regulations of the Condominium will streamline the process.

The move-in date & time will need to be scheduled via the Co-Owner Liaison, who will communicate the information to the Property Manager. Either you or the tenant will need to identify the person who will attend to the building entry while the doors are unsecured.

You will be responsible for paying the Move-in Fee at least five days before the scheduled move-in.

The Property Manager will activate the fob(s) assigned to the tenant(s) at the beginning of the move-in process.

You will be responsible for delivering to the new tenant the following things, or plan to purchase replacements for the new tenant:

- Parking Decals for all vehicles (\$5.00 each)
- Visitor Parking Pass (\$5.00 each)
- Building Entry Fob(s) issued to each tenant (\$25.00 each)
- Key(s) to the Unit Entry Door
- Key(s) to the mailbox

Any damage to the elevator or other common areas will be assessed to you after the move-in process is complete.

ISSUE THE NEW TENANT PACKET BEFORE THE MOVE-IN DATE

The Board of Directors recommends that you provide the new tenants with the New Tenant Welcome Packet as soon as you have an agreement with them to lease the unit. If you need a new copy of the Packet, you should contact the Co-owner Liaison as soon as you identify a prospective new tenant.

You and your tenant will need to contact the Co-owner Liaison to arrange for the Initial Orientation Meeting with the Property Manager before the date & time of the move-in. Your tenant will not be permitted to move into the building until the meeting has occurred and the documents required by the Owners Association (as outlined in the New Tenant Welcome Packet) are obtained.

Finally, if you have any questions regarding the requirements for leasing your unit, or the process for moving a tenant in or moving a tenant out, contact the Co-owner Liaison as early as possible. You may drop a note into the drop box next to the elevator in the lobby or send an email to Janet297Clay@aol.com.

**QUICK REFERENCE
FOR THE
CO-OWNER LEASING THEIR UNIT**

Any Co-owner who decides to lease his/her Unit within the Condominium should use the following checklist in order to assure compliance with the Bylaws and the Rule on Leasing. The procedure should be used when the Unit is first leased, as well as when the present tenant is leaving and a new tenant will be sought for a currently leased Unit.

1. **Your Action:** As soon as you know you will want to rent your Unit, contact the Co-owner Liaison at Janet297Clay@aol.com or by dropping a note in the drop box in the lobby. In that communication, please include your name, the unit number, and the best method for contacting you.
2. **Board Action:** After the Board of Directors considers your request to be placed on the Rental Waiting List, you will be notified of the Board decision, which will be based upon the conditions in the Rule on Leased Units (especially paragraph 2 of the Rule).

If your request is approved, you will be told your place on the Rental Waiting List. You will also be told whether there exists an opening within the 30% limitation on rentals in the Condominium.

3. **Board Action:** As soon as your Unit is at the top of the Rental Waiting List, you will be notified of the following:
 - (a) When there is an opening in the 30% limitation on rentals;
 - (b) The date on which your Rental Offering Period will commence and end. **It is important to understand that you may not lease your Unit until you have received this notification.**
4. **Your Action:** At that time, you must submit to the Board of Directors a copy of the lease you propose to use so that the Board can confirm that the lease complies with the Bylaw requirements before you present it to a prospective tenant.
5. **Your Action:** As soon as a tenant is selected (but at least 5 days before the tenant is to move into the Unit), you should provide the following items to the Board via the Co-owner Liaison:
 - (a) A copy of the executed lease;
 - (b) A copy of a photo identification for all tenants over 16;
 - (c) The make, model, and license plate for the car(s) the tenant(s) will park in our lot; and
 - (d) The appropriate move-in fee. Also, an Absentee Landlord must provide a deposit equal to three (3) months Common Area Maintenance (CAM) fees.
6. **Your Responsibility:** Confirm with the Co-owner Liaison the proper parking space and storage cage assignments for your tenant's use.
7. **Your Responsibility:** When planning for the tenant to move into the Unit, you should be sure the tenant has made arrangements for someone to watch any door that might be propped open during the move-in. That person must be able to control access to the building while the door is propped open. You should also impress upon the tenant the need to protect the elevator and hallways.