

Items Required from Rental Properties

The following items are required by the Home Owner's Association and are to be obtained from the co-owner landlords to ensure compliance with the Michigan Condominium Act, City of Ann Arbor Housing Code and Arbor Hills Association Bylaws and Rules & Regulations:

- 1) **Written Letter Stating Intent to Lease Property** to be sent to the Association at least 10 days prior to presenting a lease or otherwise agreeing to grant possession of a condominium unit as mandated by the Michigan Condominium Act.
- 2) **Copy of Exact Lease** offered to potential tenants to be reviewed by the Association to ensure compliance with the Association Bylaws and Rules & Regulations as mandated by the Michigan Condominium Act. The lease will be reviewed for:
 - a. Clause stating that the occupants must adhere to Association Bylaws and Rules & Regulations
 - b. Listing of occupants
 - i. Maximum occupancy cannot exceed that which is allowed by the city inspector (written in inspectors report).
 - ii. Per Ann Arbor City Code (chapter 105) and Association Bylaws, occupancy must be consistent with a "single family" dwelling, defined as a family plus no more than three unrelated persons (traditional or non-traditional).
- 3) **Copy of Final Lease** signed by landlords and tenants (Mandated by the Michigan Condominium Act).
- 4) **Contact Information**
 - a. Names, address, phone numbers (work, home, and cellular), and email addresses of landlord(s)
 - b. Names, phone numbers (work, home, and cellular), email addresses of tenant(s)
 - c. Management Company or agent address, phone numbers, and email address if being used
 - d. Lawn care / snow removal service address, phone numbers, and email address if being used
- 5) **City of Ann Arbor "Certificate of Compliance" Letter** - This ensures that the rental home meets safety standards as mandated by City Housing Code. Also, the booklet entitled "Rights and Duties of Tenants Handbook" must be given to each rental household as mandated by City Charter.

A Rental Committee has been established to oversee the above and to assist in any questions of compliance. This committee acts as a liaison between the Association Board / Management Company and the landlord co-owners.