

Holiday Manor Co-Op, Inc.

Steps In Renting

Shareholders and Non-Shareholders... When renting a unit or site for thirty (30) days or more...

1. Screening of Renter(s) is required. Allow up to fourteen (14) days for approval process and up to three (3) weeks if your Renter(s) are residents of Canada. The screening process **MUST** be completed and approved **BEFORE** your Renters arrive. No new screening is needed if Renter(s) have rented in the Co-Op within the last eighteen (18) months.
2. The Office must be notified of rental or guest(s) time period in advance.
3. When your Renter(s) or Guest(s) arrive, they must register in the Office during regular Office hours. They should also obtain a parking pass for their vehicle for the duration of their stay from the Office.
4. Remember, these are **YOUR** Renter(s) or Guest(s) and it's **YOUR** responsibility to provide them with directions, unit keys, access to electricity and water, pool key, Co-Op Rules and Regulations and any other important information they may need to know about your unit or site.
5. A renter or guest is not allowed to sublease.
6. The above steps must be followed or your Renter(s) or Guest(s) may be considered as trespassers within the Co-Op and evicted.
7. Renter(s) or Guest(s) staying **LESS** than thirty (30) days must comply with Steps #2 thru #6 as listed above.