

June 2015

Rental Requests and Tenant Review Process

A designated Board member will speak or meet with unit owner to gather the following information:

- 1) Reason for renting
- 2) Is this a first request or request for renewal? List any years that the unit has previously been rented (e.g., one-year lease 2011-12).
- 3) Requested length of lease; projected date to begin lease
- 4) Tenant(s) name
- 5) Is this tenant new to The Cove? (If yes, provide details.)
- 6) Tenant(s) occupation
- 7) Source (i.e., how did the unit owner find this tenant?)
- 8) Has the unit owner met personally with proposed tenant?
- 9) Did the unit owner do the following?:
 - credit check
 - confirm employment
 - request references

##