

Rental Policy Checklist

Your Responsibility as Unit Owner: Prior to leasing or renewing a lease on a unit you own, you must submit a request to the Association's Board of Managers. Please submit a copy of this page and indicate your assent to your obligations by initialing each item below and submitting the required documentation.

1. _____ You affirm you will have a written lease agreement with your prospective tenant, that the lease agreement complies with all of the requirements of this Rental Policy, that you have attached the required Lease Rider to the written lease, and that your lease covers a time period of at least sixty (60) days.
2. _____ You must attach the full names of all intended occupants (not including minors), phone numbers, and email addresses for each to this form. All occupants should also provide alternate emergency contact information. This information will be kept on file in the Lanai manager's office and must be updated by you or the resident if the information changes.
3. _____ As unit owner, you must update your contact information with the Lanai manager, and if you reside and work outside of Denver County, you are required to authorize an agent to act on your behalf. (The required form is found in Appendix A of the Rules and Regulations.)
4. _____ You certify you have investigated the tenant's credit history and found it to be acceptable, and you certify the tenants have not been convicted of a felony or violent crime within the past 10 years, and that the tenants are not sex offenders, based upon obtain a completed criminal background check you obtained within the previous thirty (30) days for all prospective non-owner adult residents of the unit.
5. _____ You acknowledge by submission of this form that you have provided to the prospective tenants current copies of the Declaration; Bylaws; and the Rules, Resolutions, Regulations and Policies of the Association. You also acknowledge you and the prospective tenants are bound by the terms in those documents and any future amendments approved by the Association.
6. _____ You must attach a current copy of your unit-owner's certificate of insurance.
7. _____ Prior to the tenant's occupancy, the unit owner will submit a copy of the fully executed Lease Rider (Addendum A) to the Association. Failure to timely provide a fully executed Lease Rider shall revoke any approval previously given by the Association.

The Association's Responsibility: Within five (5) days of receipt of the written request for approval, a designee of the Board of Managers of the Association shall respond to the request in writing. If the Board of Managers fails to respond in writing the request shall be deemed denied.

Failure by the unit owner to comply with the provisions in this Rental Policy will result in a fine. First offense will be a written warning. Second offense will be \$500. Subsequent offenses will be \$1000 for each infraction.