

# MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION POLICIES

**POLICY NUMBER: MRC020A**  
**POLICY TITLE: LEASING AND RENTAL OF UNITS\***  
**POLICY ADOPTED: SEPTEMBER 16, 2004**  
**POLICY REVIEWED: 9/29/2019; 11/1/2022**  
**POLICY REVISED: 4/28/2010; 11/17/2011**

## **POLICY STATEMENT:**

1. Co-owner must lease the entire unit and the lease must be valid for an initial term of at least six (6) months.
2. A co-owner desiring to rent or lease a unit shall disclose that fact in writing to the Association at least **ten (10) days** before presenting a lease form to a potential lessee.
3. Co-owner shall supply the Association with a copy of the exact lease form to be used for its review. Such written lease shall:
  - a. Require the lessee to comply with the Condominium Documents and the Rules and Regulations of the Association.
  - b. Provide that failure to comply with the Condominium Documents and Rules and Regulations constitutes default under the lease.
  - c. Provide that the Board of Directors has the power to terminate the lease or to institute an action to evict the tenant; and provide for monetary restitution in the event of a default by the tenant in the performance of the lease.
4. To ensure compliance with the provisions of Item 3 above, one of the following options must be followed:
  - a. A copy of the lease recommended by the Association may be used. This lease form can be obtained from the Management Company.
  - b. If the Association's lease form is not used, the lease must include the paragraph titled Compliance with Condominium Documents from the attached Form MRC020A.
  - c. If the paragraph regarding compliance is not included in the lease, then the attached Addendum to Lease of Condominium Unit Form MRC020A must accompany the lease.
5. Co-owner shall promptly, following the execution of any lease of a unit, forward a conformed copy thereof to the Board of Directors via the Management Company.
6. In addition, Co-owner must comply with Policy MRC020B, Co-owner Compliance with City of Rochester Rental Ordinance.

**\*NOTE: Co-owners must notify the Association 10 DAYS before presenting a lease form to a potential lessee. They must also send a COMFORMED COPY OF A LEASE including the MRC ADDENDUM FORM and a copy of any forms required by City of Rochester Rental Ordinance to the Management Company once a unit is leased.**

**MAPLE RIDGE CREEK VILLAGE  
CONDOMINIUM ASSOCIATION POLICIES**

**ADDENDUM TO LEASE OF CONDOMINIUM UNIT**

This is an Addendum to the Lease dated \_\_\_\_\_, for a unit at Maple Ridge Creek Village Condominium Association between

\_\_\_\_\_ (Landlord), and

\_\_\_\_\_ (Tenant).

The parties agree to the following addition to the Lease:

**Compliance with Condominium Documents** - Tenant's right to use and occupy the Premises shall be subject and subordinate in all respects to the provisions of the Master Deed and Condominium Bylaws (and any other document referred to in the Master Deed or Bylaws which affects the rights and obligations of a co-owner) of the Maple Ridge Creek Village Condominium ("Condominium Documents") and to such other rules and regulations as the Board of Directors of the Maple Ridge Creek Village Condominium Association may from time to time promulgate ("Rules and Regulations"). Failure by Tenant or any person on the Premises of the Maple Ridge Creek Village Condominium as a result of Tenant's occupancy to comply with the provisions of the Condominium Documents or the Rules and Regulations shall constitute a material breach of this Lease. Tenant shall indemnify Landlord and the Maple Ridge Creek Village Condominium Association against and hold them harmless from any damages, direct or indirect, incurred by the Landlord or the Association, as the case may be, as a result of the noncompliance by any of the aforesaid persons with the provisions of the Condominium Documents, Rules and Regulations, or any covenant of this Lease. BY EXECUTION OF THIS LEASE OR ADDENDUM, TENANT ACKNOWLEDGES RECEIPT OF A COPY OF THE CONDOMINIUM DOCUMENTS AND RULES AND REGULATIONS.

In all other respects, the terms of the original Lease remain in full effect. However, if there is a conflict between this Addendum and the original Lease, the terms of this Addendum will prevail.

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Mail this completed form to the Management Company.**

# MAPLE RIDGE CREEK VILLAGE CONDOMINIUM ASSOCIATION POLICIES

**POLICY NUMBER:** MRC020B  
**POLICY TITLE:** CO-OWNER COMPLIANCE WITH CITY OF ROCHESTER RENTAL ORDINANCE\*  
**POLICY ADOPTED:** 10/17/2011  
**POLICY REVIEWED:** 4/29/2019; 11/1/2022  
**POLICY REVISED:** 5/21/2012

## **POLICY STATEMENT:**

1. Pursuant to Chapter 12, Article IX of the Rochester City Code as first adopted in 2011, owners of rental properties are required to inspect rental units at the time of initial registration as a rental property and at the time a rental unit is vacated by a tenant. After the inspection, a form must be filled out and submitted to the Rochester Fire Department as an initial registration and before the rental unit is occupied by a new tenant.

A Property Inspection Checklist Guide for descriptions of each item to be inspected is on the City of Rochester web site. ([Rochestermi.org](http://Rochestermi.org); search for rental ordinance and follow the links). If you have any questions, please contact the Rochester Fire Department Code Compliance Division at 248-651-4470 or [fdcode@rochestermi.org](mailto:fdcode@rochestermi.org). Completion of this Form constitutes the owner's representation that all items have been inspected as required and that the information provided is accurate. Failure to comply with these requirements shall constitute a violation of Rochester City Code and may lead to the suspension of the certificate of occupancy for the rental property.

2. A co-owner renting a MCRV unit must comply with the above ordinance and is requested to provide a copy of the registration and property checklist form to the Management Company with each change of tenant.
3. See Policy Number MRC020A for all applicable rules, Bylaws and other Association policies pertaining to rentals of units

**\*NOTE: Co-owner is requested to provide a copy of any forms required by City of Rochester Rental Ordinance to the Management Company once a unit is leased.**