

# **MBR Rental Property Checklist**

(approved 1/15/2010)

**Before you rent your home in MBR, please read this carefully.**  
MBR covenants, bylaws, and rules and regulations apply to owners and their renters. Owners are responsible for their renters' and property manager's actions.

## **Checklist for Rental Properties**

### **What we need in the MBR office:**

- **Renter (Tenant) Registration Form** filled out in full (available from MBR's website, [www.mtbakerrim.com](http://www.mtbakerrim.com)), signed by the owner/agent.
- **Gate card number(s)** to be used by renters; renter access only cards.
- **Authorization form for property manager** to conduct rental activity for MBR member, if applicable.

### **Renter Registration Form Stipulations:**

- **Renter (Tenant) Registration Form** must be received by the MBR office prior to the occupancy date of the home.
- **Failure to submit a Renter Registration Form** by the occupancy date will result in a \$100 fine.
- **Failure to submit a completed and signed Renter Registration Form** by the occupancy date could result in subsequent fines.

### **MBR Facilities:**

- **Renters may not use MBR facilities** such as the clubhouse, pool, or tennis courts.
- **Owners will be fined for renter use of MBR facilities.**

### **Property Managers:**

- **MBR owner must give the office written authorization** if a property manager acts as the rental agent.
- **All MBR responsibilities remain with the owner.**
- **The MBR office shall not be involved in facilitating the rental contract** between owner/property manager and the renter.
- **The MBR owner or property manager, acting as the owner's agent,** must instruct the renter/tenant of all MBR responsibilities (covenants, regulations, and bylaws).