

Rental Checklist (9/25/2024) DRAFT

Note: This form is just a checklist for those members or proxies who are renting rentable lots to assist them in providing necessary forms and information to the Rental Agent. For a complete list of a renting members or proxies' responsibilities, see MRAI Bylaws, Rules and Procedures ONLINE.

Before any lot is occupied by a renter:

- Provide prospective renter a copy of forms Temporary Occupant Information (Use the new 2025 form available in the clubhouse or online for all new applicants), Background Screening Criteria (both are available on our website). Every person age 18 or over must complete and sign all forms. Up to two persons may use one form.
- Send the Rental Agent, Peter Keeffe (pkeeffe1@gmail.com), an email giving each prospective renter's complete name and e mail address. Attach or mail signed copies of the application(s) and proxies if needed.
- Pete will notify our Secretary, Gerri Pletsch, who will send complete e mail instructions to the applicant with a specific online address for the prospective renters to obtain the background check and pay the screening fee (currently \$30 each). The contractor will notify the MRAI Rental Agent of a pass or fail within a few days.
- When all paperwork is received correctly filled out and a "Pass" is received from our Background coordinator the Rental Agent will add the renter(s) to the approved list.
- **Any renter who rented in 2024, and who will rent again in 2025 or after without missing a season, is exempt from background checks. If all information on the Temporary Occupant Information Form, except lot number, remains the same as in the prior year, a new form is not necessary. However, an email to the Rental Agent (see above) is necessary.**