

PITTSFIELD VILLAGE CONDOMINIUM

Rental and Leasing Policy

The intent of the condominium is primarily to be an owner-occupied community, which fosters a sense of pride in the community with the privileges, and responsibilities that can only be obtained from ownership. Pittsfield Village Association maintains this separate policy with specific restrictions.

According to Pittsfield Bylaws, a co-owner may lease his/her unit for the same purposes set forth in Section 1, provided that the initial lease term shall be for a minimum of 30 days unless specifically approved by the Board of Directors in writing. No transient tenants may be accommodated unless specifically approved by the Board of Directors in writing. An exact copy of the proposed lease shall be provided to the Association ten (10) days prior to presenting it to the tenant for execution and shall specifically state that the tenant acknowledges that he/she must abide by all terms and conditions of the Condominium Documents including the Association's rules and regulations. *If no lease form is to be used, then the Co-owner shall supply the Association with the name and address of the potential lessee, along with the rental amount and due dates under the proposed agreement.*

The following documents are required by the Association to be maintained at the Association's management office:

- 1. Current rental lease**
- 2. A completed Pittsfield Village "Addendum to Sub-Lease" form.**
- 3. Certificate of Insurance Declaration Page showing coverage of the unit.**
- 4. Certificate of Inspection from the City of Ann Arbor Housing Bureau (734-794-6264).** Non-homestead units must be inspected every 2.5 years. Pursuant to Section 8:516(4) of the Ann Arbor Municipal Code: "No person shall lease or otherwise make a dwelling or rooming unit available for occupancy if a Certificate of Compliance is not in effect for the unit". Failure to secure the appropriate Certificate of Compliance (CofC) may result in enforcement against the property. This includes any type of advertisement, listing, or occupying the property as a rental. The City of Ann Arbor has a new software program called, STREAM. STREAM allows you to register and apply for a Certified Rental License for your rental properties. Please go to <https://stream.a2gov.org/> to start the process.
- 5. Owner must pay at lease inception and renewal, an administrative fee of \$400.00 annually made payable to Pittsfield Village Condominium Association.** *This fee applies to administrative staff costs, including but not limited to office supplies and postage.*

Failure to comply with providing ALL the above items may result in legal action. The Board of Directors has the right to submit the owner to the Attorney for failure to comply with the stated policy and Bylaws. As a result, the owner will be fined, and possible further legal action may be taken.