



DUNA VISTA RESORTS RENTAL POLICY (Effective October 2013)

Summary:

Duna Vista Resorts property owners in **good standing** may rent their property. The renters will be charged a weekly renter usage fee for the use of Duna Vista Resorts (DVR) facilities. This fee will be collected by the property owner prior to the rental, and it will be paid to DVR, who will record and report these fees to the membership. DVR covenants require that only single-family dwellings be built. Therefore, dwellings may not be rented as duplex or apartment units.

The property owner is ultimately responsible for their renter's conduct. DVR will monitor the number of individuals staying in the rental unit. DVR will limit the number of guests renters may have. Renters will not be allowed to have pets.

Key Points:

1. Renter Usage Fee:

- The current Duna Vista Resorts renter usage fee is **\$125.00** per week. The DVR Board of Directors shall evaluate the fee each year and may make recommendations concerning the amount of the fee to membership.
- The renter usage fee will be paid to DVR at least two weeks before the rental dates. It shall be paid by a check from the property owner or their agent and written to DVR and either mailed to the DVR address or given in person to the Treasurer or the Treasurer's designee. Cash will not be accepted. Any checks sent to an address other than the DVR address will be returned.
- The weekly renter usage fee shall always be charged, even for rentals shorter than one week and for long term (up to a contiguous sixteen-week period within one calendar year) rentals and /or leases.

2. Renter/Owner Information:

At the time the property owner submits their renter usage fee payment they will also submit a copy of the **DVR Rules (including a statement that rules applying to DVR common areas must be followed)** which has been **signed by the renter**. In addition, they will also submit a **renter information form signed by the property owner**. This form shall contain the following information:

- The owner's name and location of the property being rented.
- A 24-hour contact telephone number for the owner or owner's designee.
- The dates of the rental period.
- The name of person renting the property.
- The maximum number of people who will be staying at the rental property.
- The telephone number of the rental property and/or the cell phone number of the person who is renting the property. One of these telephone numbers is required.
- The number of vehicles and license plate numbers of those vehicles/trailers the renters will have. The number of vehicles a renter can bring cannot exceed the parking provided at the rental dwelling.
- Any additional motorized vehicles (golf carts, motorcycles), boats, jet skis etc. the renter will be bringing.
- Confirmation that a set of the DVR rules is displayed in the rental property.

Mail completed and signed forms to Duna Vista Resorts, PO Box 585, Ludington, MI 49431