

STEPS TO TAKE WHEN RENTING/LEASING

At any time please contact Kim Schlauderaff at New Concepts Management Inc. with any questions or concerns during this process.

Items required before Owner may lease or rent their Unit:

- 1) Obtain written approval from the Board of Directors by submitting a request to the Board of Directors with a copy of proposed lease. The lease must state that it is subordinate and subject to the Timber Creek Crossing Village Declaration; Articles of Incorporation; Bylaws; Rules and Regulations; and the Minnesota Common Interest Ownership Act (MCIOA).
- 2) Can be mailed or e-mailed to Kim Schlauderaff at:

New Concepts Management, Inc.
Attn: Kim Schlauderaff
5707 Excelsior Boulevard
St. Louis Park, MN 55416

kim@ncmgi.com
- 3) Apply for a rental permit with the City of Plymouth.
- 4) Owner is responsible for reading, abiding by and implementing all that is required, including the Rules and Regulations Regarding the Leasing of Units: III. Rental/Leasing Policy adopted February 9, 2011.

Items required by the Owner to the Board of Directors on or before the date of commencement of the lease:

- 1) Copy of fully executed lease agreement.
- 2) A completed and notarized Rental Addendum as provided by the Association. This includes a nationwide background check certification as well as owner and renter contact information.
- 3) The name and telephone number of any agent of Owner's who is authorized to manage the Unit.
- 4) Copy of proof of rental license from the City of Plymouth.

Failure to provide the information required may result in a fine in the amount of \$100.00 per month against the Unit and Owner.