

NEW RENTER: SUMMARY OF RENTAL PROCESS

15 January 2020

UNIT: _____ **NAME:** _____ **PHONE:** _____

	INFORMATION / PROCESS	RESP.	REF. DOCT	Comments	Date completed <small>(when doct, if any, is at office)</small>
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BEFORE RENTAL STARTS:

	Rental process & Renter's Information form	<i>Owner & Renter</i>	R2	To be submitted to The Inlets office manager, who specifies the "date completed".	} _____ _____
	Approval of rental by President	<i>Inlets President</i>	R2		
	Rental starting on:				
	Rental ending on:		x		
	Office manager sends Form R2 and rental period to <i>Sales & Rentals & Communication Committees , Website and Welcoming team</i> (should Renter has agreed in form R2 on the use of his /her contact information).	<i>Office Manager</i>			

ORIENTATION MEETING

TOPICS TO BE DISCUSSED	Car's registration		SR1	<i>SRC members help New Renter filling in the forms.</i>	_____
	Front gate & Club house access		SR2		
	RV & Boat storage author.		SR3		
	Clubhouse & Front Gate access codes				
	Telephone directory		Tel. directory		
	Committee assignments list of the year		Doct		
	Trash pick-up /Waste management				
	Social - Activities - Sports		Monthly calendar		
	Mail house - Bulletin Boards				

ONCE THE ABOVE STEPS HAVE BEEN COMPLETED, A MEMBER OF THE "WELCOMING TEAM" GOES TO THE NEW RENTER'S RESIDENCE AND REMITS THE " WELCOME BAG".

15 JAN 2020 - R0
Supersedes 29 July 2019