

## CHANNEL OF COMMUNICATION FOR *RENTAL* PROCESS

- 1) **ONCE THE OFFICE MANAGER (Judy Mount) BECOMES AWARE OF A RENT**, she:
  - Sends a copy of the form R2 (*Rental Process & Renter Information*) to the Unit Owner
  - Informs the S&R committee about a pending rent. S&R will follow.
  
- 2) **ONCE THE R2 FORM HAS BEEN RETURNED TO THE OFFICE AND FILLED IN CORRECTLY, AN ORIENTATION MEETING IS SCHEDULED BEFORE OCCUPANCY:**
  - a. The Office Manager sends a copy of the form R2 to the S&R Committee (Judy Donahoe), to the webmaster (L. Fales) to the Communication Committee (D. Gaudry) and to the Welcoming Team (P. Brown), should Renter has agreed on the use of his/her contact information.
  - b. The S&R Committee contacts Renter to schedule the date of an Orientation meeting either by phone or face to face..
  - c. At the orientation meeting, the S&R committee will proceed as shown in form S0. If the orientation meeting is carried out by phone, Renter will be asked to fill in the forms SR1, SR2, SR3 at his time of arrival in The Inlets.
  
- 3) **AFTER THE ORIENTATION MEETING:**
  - a. **The committee chair of the *Sales & Rentals* Committee (J. Donahoe):**

Remits the originals of the Summary of Rental Process (R0) and all documents (SR1, SR2 & SR3) filled-in during or after the *Orientation meeting* by the new Renter to the Office Manager (Judy Mount).
  - b. **The Office Manager (Judy Mount):**

Stores all documents dealing with the rental in the "Unit folder".