

RE: THCA Units Registering as Rentals

Dear THCA Co-Owner,

Per the THCA Rules & Regulations as approved by the Board of Directors, Part 2 of that document outlines our procedures providing oversight on rental units.

A link to THCA Rules & Regulations is on the Home Page of our website: towerharborcondo.com (password: tower@harbor).

ANNUAL RENTAL REGISTRATION

If you wish to offer your unit for even one rental day in 2024, you must register your unit with Cornerstone. Rental application is made on our website. Under the 'Residents' tab you will see a webpage titled 'THCA RENTAL INFO'.

Items required for Rental Registration:

- Completed THCA Registration form - submitted online
- Payment of \$100 registration fee
- A copy of the City of Douglas Short-Term Rental Certification, which includes an inspection by the Saugatuck Township Fire District for each rental unit (Application link on our rental webpage). If you already submitted this document, and it is still valid, you do not need to re-submit.
- An exact copy of the rental lease to be used in 2024
 - **Note: per our bylaws, a copy of the blank lease must be received 21 days prior to first rental**
- Acknowledgement that a copy of 'THCA Rules for Renters' will be placed prominently in each rental unit

Once all steps in the Rental Registration are complete and \$100 has been paid, you will be notified that you are approved for rentals in 2024.

You may begin the Rental Registration application process immediately on the THCA website.

GUEST REGISTRATION

So that our community is apprised of all transient residents – whether for one day or one month - each rental guest must be registered with Cornerstone through the THCA RENTAL INFO webpage. Each week in season, Cornerstone will provide guest automobile information to all co-owners.

Items required for ongoing Guest Registration:

- Arrival and departure dates for all guests
- Name, Mailing Address, Cell Phone of Primary Renter
- All Cars to be parked onsite, including
 - Color/Make Model
 - License # and State of Issuance
- Acknowledgement that primary renter is 25+ years of age and will be onsite for the entire stay
- Acknowledgement that the number of guests does not exceed maximum allowed by fire inspection
- Acknowledgement that primary renter has access to THCA Rules & Regulations
- Acknowledgement that no pets will be brought onsite by renter or other guests.

NOTE: Any unit found to be renting without completing the full registration process or not reporting guest information will be subject to fines according to Part 3 of THCA Rules & Regulations.

If you have any questions regarding this process, please contact Tim at Cornerstone.
(tim@managementbycornerstone.com) or 616-741-9600.