

WESLEYAN BIBLE CONFERENCE ASSOCIATION – WESLEYAN VILLAGE OPERATING PROCEDURE	NO.	EFFECTIVE DATE:
	OP 04.08.08	09.20.2021
Subject: Homeowner Rentals	Page 1 of 3	
Governing Document References: <i>Covenants</i> “Rental & Reservation Guidelines” #8		

Procedure Statement: This procedure outlines the process Homeowners must follow in order to make a home they own in Wesleyan Village available for rent. Renters in Wesleyan Village may not sublet or give over that property for use of others (Covenants p.18, #7).

Rental Regulations:

1. Homeowners must receive approval from Management prior to renting their home.
2. A “Rental Request” application, obtained from the Village office, must be completed and the application fee paid.
3. The Renter occupying the home must be pre-approved as a Member of the Association.
4. No Homeowner is permitted to rent a residence to more than two (2) separate tenants during any consecutive twelve (12) month period.

Rental Status:

Initial Rentals: Initial rentals include the first time a unit is rented and each subsequent (new) renter of the same unit. All initial rentals require the completion of the “Rental Request” application and payment of a \$50 initial application fee.

Renewal Rentals: Renewal rentals are renting to the same renter on an annual, seasonal or monthly basis. All renewal rentals require completion of the “Rental Request” application and payment of a \$25 renewal application fee.

Long-Term Rentals: Homeowners who intend to rent their residential unit for the long term (beyond an annual rental status), must complete the “Rental Request” application and pay the initial application fee of \$50. Each year (thirty days prior to the anniversary date of the rental agreement) the Homeowner must inform the Support Services Supervisor of their intent to continue the long-term agreement.

Family Rentals: Homeowners who intend to rent to a family member, or allow a family member to occupy the Residential Unit without the payment of rent, must complete the “Rental Request” application. The application fee may be waived for family members who allow use of their unit without the payment of rent. The Homeowner must also annually inform the Support Services Supervisor of the rental/occupancy status of the unit.

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Rental Procedure: This procedure covers all homeowner rentals; including, providing use of a resident owned property to a family member (whether or not rent is paid). All “Rental Request” applications must be submitted fifteen (15) days prior to the intended occupancy date of a prospective tenant.

Homeowner:

1. Obtains “Rental Request” application from Village office and a copy of OP 04.08.08 “Homeowner Rentals”.
2. Completes the application, indicating if it is a/an:
 - a. “Initial” application, or
 - b. “Renewal” application, or
 - c. “Long-term” application, and/or
 - d. “Family Member” request.
3. Returns the completed application to the Village office and includes requisite application fee:
 - a. Initial = \$50.00
 - b. Renewal = \$25.00
 - c. Long-term = \$50.00
 - d. Family = Charge may be waived

Village Office:

4. Forwards the “Rental Request” application to the Support Services Supervisor.
5. Forwards payment to Accounts Receivable.
6. Reminds Homeowner of the requirement for the renter to submit “Membership” application.

Prospective Renter:

7. Obtains a “Membership” application from the Village Office.
8. Completes the application, indicating “Affiliate” member status.
9. Returns the completed application to the Village office and includes “Membership” application fee of \$25.00.

Village Office:

10. Forwards the “Membership” application to the membership committee per OP 02.12 “Membership Procedure”.

<p style="text-align: center;">WESLEYAN BIBLE CONFERENCE ASSOCIATION – WESLEYAN VILLAGE</p> <p style="text-align: center;">OPERATING PROCEDURE</p>	<p>NO. OP 04.08.08</p>	<p>EFFECTIVE DATE: 09.20.21</p>
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Membership Committee:

11. Processes “Membership” application per OP 02.12 “Membership Procedure”.
12. Informs Support Services Supervisor of approval or denial of membership request.

Support Services Supervisor:

13. If request is denied, informs Homeowner that they may not rent their Residential Unit to the requested prospective renter.
14. If request is approved, processes the “Rental Request” application.
15. Notifies the Homeowner of the approval to rent.
16. Establishes process for tracking renewal dates and updates to long-term agreements.
17. Files completed applications.