

## MVCMA Rental Checklist for Cottage Owners

Use the checklist below when you are planning to have tenants at your cottage. Also reference the "COTTAGE RENTAL RULES FOR LEASEHOLDERS" under the webpage: [www.mvcma.org/cottage-owner-info.html](http://www.mvcma.org/cottage-owner-info.html)

1. Include the statement below on your rental listing. The statement below was adopted at the August 2018 board meeting and is **required** for online listings, advertisements, and solicitations for the rental of all cottages:

*"This property is part of the Martha's Vineyard Camp Meeting Association.*

*Renters must observe quiet hours and other "Rules for Renters" located at the MVCMA website <http://www.mvcma.org/rules-for-renters.html>*

2. Be familiar with the MVCMA definition of "tenant." Refer to the Cottage Rental Rules for the definition of cottage owner, cottage owner family members, guests and tenants. For example, tenants include but are not limited to: renters, friends, aunts, uncles, nieces, nephews, cousins, as well as contractors who stay overnight at the cottage.
3. Rent on a weekly basis. Adopted at the January 2022 board meeting: *"During the period between April 1 and November 1, inclusive, tenant(s), or a succession of tenants and intermittent tenants shall occupy a cottage for compensation for a maximum of **6 rental periods, not to exceed 6 weeks in total**, with each new rental being at least seven (7) consecutive days."*
4. Screen your tenant. Personally ensure that your tenant is a match for the Campground. Our rules state "the cottage owner is obligated to select a tenant who shares a substantially similar belief in our community and who is willing to participate in its activities and be associated with other MVCMA residents."
5. Use the ONLINE Registration for tenants. Cottage owners are **required** to use the new ONLINE form to register each tenant **at least 2 weeks** prior to their arrival at the cottage. Many cottage owners know their rental schedule before the season begins. It takes less than 2 minutes to register a tenant online and it reduces the time spent transcribing the 300+ tenant records at the end of the season. Use the form located at: <https://forms.gle/2tsEXqbG4Kd5KgVW7>
6. Have your tenant check-in at the MVCMA office upon arrival. Upon check-in, your tenant will be provided with a welcome packet and vehicle permit, if applicable. Tenants should check-in as soon as possible and have until the end of the next business day to check-in.
7. Be aware that the lease violation fine limit was raised to \$2,500. The intent is to remove the financial incentive to over-rent past the 6-week tenant occupancy limit. The fine limit of up to \$2,500 was approved at the October 2018 board meeting. Fines may also apply if an unregistered tenant is found in the cottage or if a tenant has been misrepresented as a family member.

*Follow the good neighbor policy- most cottage owners ask tenants to extend the same courtesies that they do and ask tenants to bring in towels, put up bikes, turn off porch lights, etc. Likewise, neighbors may appreciate an email introducing your tenant. Ask your neighbors to stop by and welcome your tenant to the Campground. We invite every tenant to be a part of our unique faith community that honors our religious and historical heritage.*