

MANAGING YOUR CONDOMINIUM RENTAL PROPERTY GUIDE



HARBOUR FLATS
CONDO CORP.

SSCC 431



BOARDWALK
CONDO CORP.

SSCC 434



RIVA TOWNS
CONDO CORP.

SCECC 429



MANGUSTA TOWNS
CONDO CORP.

SCECC 430



FERRETTI TOWNS
CONDO CORP.

SCECC 456



AQUARIUS
CONDO CORP.

SSCC 470

ABOUT THIS GUIDE

We are pleased to announce that we have created a standardized package to assist you in managing your Condominium Rental Property to ensure that Homeowners and Tenants can coexist peacefully.

RENTAL PERIODS

Please be reminded that your Corporation's Declaration and Rules dictate the minimum rental period allowed.

Condominium Corporation	Minimum Rental Period
SSCC #470 Aquarius Condominiums	Four (4) Days
SSCC #434 Boardwalk Condominiums	Four (4) Days
SCECC #456 Ferretti Townhomes	One (1) Month
SSCC #431 Harbour Flat Condominiums	Four (4) Days
SCECC #430 Mangusta Townhomes	Three (3) Months
SCECC #429 Riva Townhomes	Seven (7) Days

DOCUMENTS TO PROVIDE TO YOUR CORPORATION

- o Copy of your Lease Agreement
- o Home Insurance
- o Rental Insurance
- o Dock Insurance (If applicable)
- o Realtor/Third-Party Sign-off (If applicable)
- o Emergency Contact Information

As per the Condominium Act, Homeowners must provide a copy of the lease agreement to the Corporation via Friday Harbour Property Management (FHPM) at fhpm@fridayharbour.com. We strongly encourage Homeowners to provide a copy of the lease to FHPM ahead of the rental period. This will help our Team and the Friday Harbour Security Team respond to any emergencies or issues that may arise involving your Tenants. In addition, we strongly encourage you to conduct due diligence when renting your unit to minimize tenancy-related issues.

The Corporation also needs the name and contact information of the individual they should contact in the event of an emergency, in every case, whether they are the Homeowner, short-term renter or a long-term tenant. All of this information can be sent to FHPM at fhpm@fridayharbour.com

WHAT TO PROVIDE TO YOUR TENANT

It is the responsibility of the Homeowner to provide their Tenants with copies of the Corporation's Declaration, By-laws and Rules to ensure Tenants are aware of Corporation's and the Resort's expectations while living at Friday Harbour.

We have put together a convenient Guest/Tenant Guide that outlines all of these documents in one place. PLEASE ENSURE TO SEND THIS TO YOUR TENANT BEFORE THEIR ARRIVAL SO INSTRUCTIONS SUCH AS PARKING ARE CLEAR.

[VIEW GUEST/TENANT GUIDE](#)

BECOMING A LODGING LOT MEMBER OF THE RESORT ASSOCIATION

Please be reminded that if you are renting your unit for 28 days or more per year, you become a "Lodging Lot" Member as per the RA General By-law; Section 12.5.2.2 and are therefore required to submit a 2% royalty fee of all your rental income gained within each fiscal year to the Resort Association. In conjunction with the RA General By-law 12.5.9, there is a requirement that the Member responsible for collecting the fees shall fully disclose, or cause to be fully disclosed prior to the consummation of the transaction, the existence of the fee and the fact that it will be charged to the lodging Guest.

The Corporation's Board of Directors are mandated by the Corporation's Declaration to ensure that Homeowners are submitting Lodging Lot Royalty Fees to the RA and reporting those who are in violation of this step.

EXPLAINING RULES TO YOUR TENANTS

Condominium living is community living. The Governing Documents of the Corporation are in place to ensure that all of those within the Condominium Community understand their responsibility to abide by the Governing Documents of the Corporation. Owners and residents are not only bound by the Corporation's Governing Documents, but are entitled to insist that other unit owners and residents are similarly bound. Accordingly, it is both the right and the obligation of the Corporation to see that its Declaration, By-laws and Rules are obeyed and enforced. It is your responsibility as the Homeowner to communicate this information to your Tenant(s) and Guest(s). Please do so.

MANAGING YOUR RENTAL

Make the management of your rental property easier. Part of the luxury of owning a property at Friday Harbour Resort is feeling completely looked after. The FH Fresh Team offers helpful services to make managing your rental more convenient. These services include professional housekeeping (including laundry services), keyholder service to manage Guests who are coming and going without you needing to be there, maintenance services, and landscaping services.

[VIEW FH FRESH MENU](#)



SAFELY AND SECURELY SOURCING TENANTS

When renting your unit, safety and security of should always our top priority. Friday Harbour's Security, Health, and Safety Team works diligently alongside the South Simcoe Police Service to take all possible steps to keep our beautiful Resort a safe place for all.

As someone who is renting out their unit, it is also your responsibility to take safety and security in mind when sourcing Tenants. The South Simcoe Police Service has provided us with the attached information which provides guidance on steps you can take to keep yourself, your property and your neighbours safe.

[VIEW SAFETY GUIDE](#)

VETTING RENTAL APPLICANTS

Asking specific questions when vetting potential renters will help you avoid uncomfortable situations and help protect your asset. We recommend asking the following during your vetting process:

WHERE ARE THEY FROM?

Individuals who are coming from afar will likely not be familiar with the area and may need additional guidance finding their way to the Resort. Be wary of renting to locals – they have the greatest chance of bringing in additional people over and above the number they claimed were going to be staying.

HOW MANY INDIVIDUALS WILL BE STAYING IN THE UNIT?

Explicitly ask how many people will be staying in the unit, including kids and/or pets if they are allowed. If the inquiry is for one adult, be wary. Ask if he/she is really staying solo, or if other Guests will be joining.

WHAT'S THEIR RENTAL HISTORY?

Check reviews for potential renters if using Airbnb. If there are no reviews, check how long they've been on Airbnb. Avoid renting to people who JUST signed up AND have no reviews. You can also ask for a reference from their previous landlord. This is critical during event times like New Years.

HAVE THEY STAYED AT FRIDAY HARBOUR BEFORE?

This will alert you to whether they are familiar with the Resort or not. This is particularly helpful if they have no reviews and are new to Airbnb, so you lack a history of their rental behaviour.



CONTACT INFORMATION

Friday Harbour Property Management

For any questions regarding providing information to your Corporation, clarification on your Corporation's Rules or any other property concerns, please contact Friday Harbour Property Management.

705.812.8880 X8388
fhpm@fridayharbour.com

Homeowner Services at the Welcome Centre

For any questions regarding Guest or Tenant Enrolment to give them access to Homeowner Exclusive privileges, or questions regarding Friday Harbour Resort Amenities, please contact Homeowner Services.

705.812.8880
homeowner@fridayharbour.com

Friday Harbour Resort Association

For any questions regarding registering with the Resort Association as a Lodging Lot Member, please contact the Resort Association.

705.812.8880
info@ra.fridayharbour.com

Friday Harbour Resort Security

For non-emergency security requests, to report suspicious activities, or to register for Keyholder Services, please contact Friday Harbour Security.

705.984.1008

For any emergencies, please contact 911.





FRIDAY HARBOUR™

All Seasons Resort