

Wood Creek HOA Rental Registration Policy

Purpose

The purpose of this policy is to ensure that all property owners who rent their homes within the association and are required to register with the City of Carmel, Indiana, provide essential information about their rental to the association. This enables the association to maintain accurate records, facilitate communication, and ensure community standards are met.

Policy Statement

Any owner who rents out their property and is required to register the rental with the City of Carmel, Indiana must submit the following rental information to the association in order to receive a verification letter:

Required Rental Information

- Rental Dates: Start and end dates of the current lease period.
- Primary Tenant Name: Full name of the primary tenant occupying the property.
- Permission to Inform Tenant: Indicate whether the HOA may contact the tenant regarding association events and activities.
- Tenant Email: Email address for the primary tenant.
- Tenant Phone: Contact phone number for the primary tenant.
- Landscaping/Exterior Maintenance: State whether the tenant is responsible for maintaining the landscaping and exterior of the property.
- Additional Details: Any other relevant information about the tenant or rental arrangement that may assist the association in fulfilling its responsibilities.

Submission Process

1. Owners must submit the required tenant information to the association.
2. Submission can be made via email or online form.
3. Once all required information has been received and reviewed, the association will issue a verification letter to the owner within 7 to 10 days.

Notice of Change Requirement

If any of the rental information changes after initial submission, the property owner must notify the association of the updated information within 30 days of the change.

Privacy and Use of Information

The association will use the submitted information solely for community management purposes, including communication with tenants about association events and ensuring compliance with association and city requirements. All personal information will be handled in accordance with applicable privacy laws.

Compliance

Failure to submit the required information may result in delays of the HOA verification letter, which may impact the property owner's ability to comply with City of Carmel, Indiana rental registration requirements.

Resources

- <https://www.carmel.in.gov/government/departments-services/rental-registration>