



# **IMLCA RENTAL POLICY**

- 1. Forms and fees must be received 3 to 5 business days before rental.**
- 2. Starting January 1, 2017 there will be an Administrative Fee of \$50.00 for short term rentals and \$125.00 for long term rentals made payable to IMLCA for all rental forms submitted. This is to include short and long term renters and renewals.**
- 3. Forms must be filled out completely by the property owner.**
- 4. All information must be printed and legible.**
- 5. Only names and vehicles provided will be admitted to IML via gates.**
- 6. If there are more than 8 renters, use a second form.**
- 7. Incorrect or incomplete information may result in turn away at gate or delays.**
- 8. Any change in renter status must be reported to IMLCA office.**
- 9. Updated rental form must be submitted to IMLCA office before expiration of initial form.**
- 10. Renters have 14 days from rental start to provide ALL vehicle registrations at IMLCA office.**
- 11. Form is not valid without the property owner signature.**
- 12. Members not in good standing may not rent their properties.**
- 13. Members with Renters/Occupants must be in good standing on all owned properties or they may be cited in the amount of \$500 for renting while not in good standing.**

**ANY VIOLATION OF IMLCA RENTAL POLICY MAY RESULT IN A CITATION WITHOUT ADDITIONAL WARNING. THE ITEMS LISTED ABOVE ARE INTENDED TO AVOID PROBLEMS FOR THE GATES, OFFICE, RENTERS AND PROPERTY OWNERS.**