

## **Jansel Court Condominium Association (JCCA) Condo Rental Approval Procedure**

As per the JCCA Rules and Regulations, **no Owner can rent its Unit unless he has written approval to rent by the JCCA Board of Directors.** Therefore, an owner desiring to rent its Unit must first have the Lessees fill the “Application for Rental” form below and submit it with all the required documents **for each of the individuals involved.** All this documentation must be submitted for approval by JCCA, at least one week prior to the planned rental of the unit, along with a payment of \$82.50 (\$75.00 plus VAT) to cover the JCCA administrative fees. The Owner must provide the Lessees with a copy of the JCCA Rules and Regulations that the proposed Lessees must read and sign.

### **Key Elements for Review**

The objective of Board approval for any new rental is to ensure that JCCA maintains the quality level of the JCCA Residents, avoids non-desirable individuals and ensure adherence to the JCCA Bylaws and Rules and Regulations. In addition, the application data provides JCCA with the necessary information it requires to be able to reach the Lessees when required and inform security.

The JCCA Board must pay particular attention to the following requirements:

- 1 – **Police certificate:** to ensure no criminal record or serious offences.
- 2 – **Clear Photo identification** (copy of passport or NIB Smart Card): for proper identification by the JCCA administration and security personnel.
- 3 – **Signed Rules and Regulations:** to ensure compliance with the JCCA Rules and Regulations and the enforcement of the provisions to remediate any infringement.
- 4 – **\$82.50 application fee** (\$75.00 plus VAT) (non-refundable): to defray the JCCA costs of processing the application verification and approval.
- 5 – **Owner must have Proof of Ownership on file.**

### **Approval by the Board**

At least a majority of Board members need to approve each application. The JCCA Administrative Assistant must actively follow-up with Board members to ensure that the application is approved within three days following the reception of the required documentation.

***NOTE: Once the application for rental is approved by JCCA, the renter will receive a letter from JCCA attesting the approval. Renters cannot move in until they have this letter of approval in hand.***

**JANSEL COURT CONDOMINIUM ASSOCIATION  
APPLICATION FOR RENTAL**

Unit \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Rental Term \_\_\_\_\_

Move-in date \_\_\_\_\_ Owner \_\_\_\_\_

Agent \_\_\_\_\_ Agent's Email \_\_\_\_\_

Agent Tel \_\_\_\_\_ Agency \_\_\_\_\_

**RENTER'S PERSONAL DATA**

Name \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Previous Address \_\_\_\_\_ Owner \_\_\_\_\_ Tel. \_\_\_\_\_

Marital status \_\_\_\_\_ No. Occupants \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Emergency contact \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been arrested \_\_\_\_\_ If YES, explain \_\_\_\_\_

**An application with all documents is required for each adult, no additional fee required.**

<b>Maximum Occupancy per unit:</b>	Efficiency / Studio unit	2 persons
	One bedroom unit	2 persons
	Two-bedroom unit	4 persons

**NO PETS PERMITTED**

**EMPLOYMENT DATA**

Employer \_\_\_\_\_ Date employed \_\_\_\_\_

Address \_\_\_\_\_ Tel \_\_\_\_\_ Email \_\_\_\_\_

Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_