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*Disclaimer: The information provided herein may not be a complete statement of the requirements under the MHT Master Ground Lease (“Ground Lease”) or the applicable CC&Rs. If there is any conflict between this document and the Ground Lease or the CC&Rs, the terms of the Ground Lease and the CC&Rs shall govern.*

## **What if I need to be absent from my home for more than 3 months?**

### **Can I temporarily rent out my MHT home in my absence?**

[Refer to Article 4, Section 4.4 and 4.5 of the MHT Ground Lease](#)  
[Refer to MHT Home Purchase Policy Section: MHT Homeowners Renting an MHT Home to Someone Else](#)

*The Ground Lease requires Homeowners to occupy their homes at least nine months out of the year. Absences of more than three months in any calendar year requires written approval from MHT. Subletting an MHT home for any length of time is NOT permitted without written permission from MHT.*

#### Process

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| 1. To request MHT approval to be absent from your home, provide a written request to MHT explaining the reason for your absence and expected timeline of absence. Within the request, state whether or not you intend to sublet/rent out your MHT home while you are absent. |
| 2. MHT Staff will review your request and either make a determination or make a recommendation to the board for consideration.   |
| 3. If requested by Staff, the MHT board will review the request and make a formal motion to approve or deny the request.   |

Possible situations requiring absences: MHT may approve a request for absences of up to one year, provided the Homeowner will be out of the area during the period in question and intends to return to their MHT home. For example, this could be for seasonal work-related absences, or if a homeowner has actively marketed their home for 6 months and has not identified a buyer.

### Homeowner responsibilities and guidelines:

- Homeowner is responsible for finding a renter:
  - All renters must be income qualified by MHT staff. Household income cannot exceed 120 % of AMI (Area Median Income) for Okanogan County. Homeowner may contact MHT for the current income limits. Potential renter must provide MHT with income verification to be kept on file.
  - No more than two people per bedroom are permitted for a rental.
- Renting an MHT home is an agreement between the homeowner and the renter; MHT will not serve as a property manager.
- Under no circumstance may the amount of rent charged exceed homeowner's current Housing Burden (monthly mortgage payment including principal and interest; taxes; insurance; HOA fees; and MHT fees).
- All MHT fees must be kept current and are the sole responsibility of the homeowner.
- As a courtesy to MHT neighbors, the homeowner must communicate with the HOA about renting the home and include an expected timeframe for the rental.
- Homeowner must provide MHT with current contact information for both the homeowner and renter.
- The renter must read and agree to abide by the CCRs and relevant portions of the MHT Ground Lease, specifically: Use of Leased Land; Fees; General Provisions, and also Housing Size Guidelines in the Homeownership Eligibility Policy.
- It is the homeowner's responsibility to provide a rent agreement for the approved rental period, and a signed copy of the rent agreement must be provided to MHT to be kept on file.
- It is the responsibility of the homeowner to have the house and appliances in proper, working order prior to renting. MHT is not responsible for any repairs.

## **Renting your home: Form for homeowners**

Complete this form and submit it to MHT. The renter(s) need to fill out the following worksheet and submit it with the required documents separately from this homeowner checklist.

Homeowner: \_\_\_\_\_

Renter(s): \_\_\_\_\_

Date: \_\_\_\_\_

- Homeowner acknowledges:
  - \_\_\_ The homeowner is responsible for all monthly MHT fees and will pay MHT directly for the duration of the renting period.
  - \_\_\_ Rent collected will not exceed the homeowner's monthly Housing Burden.
  
- The following are required for absences of more than three months:
  - \_\_\_ Written request to be away from your home for more than three months
  - \_\_\_ Board approval of written request.
  - Date approved: \_\_\_\_\_
  
- The following are required for rentals:
  - \_\_\_ Rent charged: \$\_\_\_\_\_
  - Must not exceed total monthly Housing Burden. The renter may pay utilities directly.
  - \_\_\_ Income verification of potential renter: maximum income must be under 120% AMI adjusted for household size.
  - \_\_\_ Renter has read and agrees to abide by CC&Rs of the neighborhood, and the MHT Ground Lease, specifically: Use of Leased Land; Fees; General Provisions, and housing size guidelines in the Homeownership Eligibility Policy.
  - \_\_\_ Copy of rental agreement delivered to MHT
  - \_\_\_ Contact information from the MHT leaseholder as well as for the renter is filed with MHT

## **Renter Information Worksheet**

Renter: Please complete this worksheet and submit it to MHT with required documents.

Renter name(s): \_\_\_\_\_

\_\_\_\_\_

Primary phone number: \_\_\_\_\_

Secondary phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Annual Gross Household Income: \_\_\_\_\_

Number of Household Members: \_\_\_\_\_

### **Provide the following for MHT to verify your income verification:**

1. Two (2) most recent pay stubs for all adults (18 and older) in your household
2. Any other applicable income documentation such as:
  - Evidence of child support
  - A year-to-date profit and loss statement and balance sheet, if you are self-employed
  - Any other income documentation such as Disability, Social Security, SSI statements, or tax returns.

\_\_\_\_ I/we have read and agree to abide by CC&Rs of the neighborhood, and the MHT Ground Lease, specifically: Use of Leased Land; Fees; General Provisions, and housing size guidelines in the Homeownership Eligibility Policy.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_