

SUBJECT: RENTAL PROPERTY PROCEDURES

EFFECTIVE  
DATE: 04-05-11 (replaces 04-04-08)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail CSB to comply with all state, county, and city regulations relating to property/facilities leased by McIntosh Trail CSB.

PROCEDURE

1. Prior to entering into a lease agreement regarding a new location, three comparable rent statements must be obtained with the exception of the Shelter & Care Program. This program follows the guidelines of the Department of Community Affairs.
2. The local rental agreement of McIntosh Trail CSB will be used. The rental agreement with attachments must be reviewed and approved by the Financial Resources Department prior to final signatures (Executive Director) and notarization.

These statements/agreements are updated annually and distributed by the Financial Resources Department.

Reference: Provider Manual Budget and Reporting