



HOA Compliance Checklist for Rental Properties

Review HOA Governing Documents

Verify current understanding of HOA rules, covenants, and restrictions relevant to rental properties.

Summary of Current HOA Rules Regarding Rentals

Write something...

Are rentals explicitly permitted by the HOA?

- ☐ Yes
- ☐ No
- ☐ Unclear

Maximum Number of Rental Units Allowed (if applicable)

Enter a number...

Date of Last Review of HOA Governing Documents

Enter date...

Notes on Any Recent Amendments or Changes to Governing Documents

Write something...

Upload a Copy of the Current HOA Governing Documents

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Rental License & Registration

Confirm necessary rental licenses or registrations are obtained and current with local and HOA requirements.

City/Municipality Requiring Registration

Write something...

License/Registration Number

Write something...

Registration Issue Date

Enter date...

Registration Expiration Date

Enter date...

Associated Fees (if applicable)

Enter a number...

Registration Status

- ☐ Active
- ☐ Pending
- ☐ Expired
- ☐ Cancelled

Copy of Registration Document

 Upload File

Guest & Tenant Restrictions

Assess adherence to HOA guidelines regarding guest policies, lease durations, and tenant qualifications.

Maximum Occupancy Per Unit

Enter a number...

Lease Duration Restrictions?

- ☐ No Restrictions
- ☐ Minimum Lease Length (e.g., 6 months)
- ☐ Maximum Lease Length (e.g., 12 months)

Guest Restrictions?

- ☐ Guest Stay Limit (Days)
- ☐ Guest Registration Required
- ☐ Guest Parking Restrictions

Tenant Screening Process?

- ☐ No Screening
- ☐ Basic Screening (Credit/Background)
- ☐ Full Screening (Income Verification, References)

Notes on Specific Guest/Tenant Restrictions

Write something...

Property Appearance & Maintenance

Evaluate compliance with exterior maintenance standards, landscaping rules, and architectural guidelines.

Landscaping Inspection Score (1-5)

Enter a number...

Exterior Paint Condition


- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Last Exterior Cleaning Date

Exterior Maintenance Needed

- ☐ Power Washing
- ☐ Gutter Cleaning
- ☐ Fence Repair
- ☐ Window Cleaning
- ☐ None

Photo Documentation (Exterior)

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Driveway/Walkway Cracks (Count)

Parking Regulations

Ensure compliance with designated parking rules and restrictions for tenants and guests.

Designated Parking Space Number(s)

- ☐ Assigned Space 1
- ☐ Assigned Space 2
- ☐ Open Parking
- ☐ N/A - No Assigned Parking

Number of Resident Vehicles

Enter a number...

Number of Guest Vehicles

Enter a number...

Guest Parking Procedures

- ☐ Guest Parking Permits Required
- ☐ Guest Parking in Designated Areas
- ☐ Open Guest Parking
- ☐ N/A - No Guest Parking

Notes on Parking Restrictions

Write something...

Noise & Nuisance Policies

Verify tenant awareness and adherence to HOA noise and nuisance regulations.

Describe any noise complaints received (if any)

Write something...

Is a Quiet Hours policy clearly outlined in the lease agreement?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Number of documented noise complaints in the last 12 months

Enter a number...

Date of last tenant notification regarding noise policy

Enter date...

Which noise-related violations occurred (select all that apply)

- ☐ Loud Music
- ☐ Excessive Shouting
- ☐ Parties
- ☐ Construction/Renovation Noise
- ☐ Other (specify in LONG_TEXT)

Details of 'Other' noise violation (if selected above)

Write something...

Pet Policies

Confirm compliance with pet restrictions, registration requirements, and related fees, if applicable.

Is pet ownership allowed?

- ☐ Yes
- ☐ No
- ☐ With Restrictions

Maximum Number of Pets Allowed

Enter a number...

Allowed Pet Types

- ☐ Dogs
- ☐ Cats
- ☐ Other

Specific Breed Restrictions (if any)

Write something...

Pet Weight Limit (lbs)

Enter a number...

Proof of Rabies Vaccination

 Upload File

Pet Rent/Fee (per month)

Enter a number...

Insurance Requirements

Verify adequate insurance coverage meets HOA requirements, including liability and property coverage.

Liability Insurance Coverage Amount (USD)

Enter a number...

Property Insurance Coverage Amount (USD)

Enter a number...

Insurance Provider Name

- ☐ Provider A
- ☐ Provider B
- ☐ Provider C

Insurance Policy Expiration Date

Enter date...

Upload Insurance Certificate of Insurance (COI)

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HOA Endorsement Required?

☐ Yes

☐ No

Communication & Notifications

Maintain open communication channels with the HOA and promptly address any violations or concerns.

Last HOA Board Meeting Attendance

Enter date...

Summary of Key Discussion Points from Last HOA Meeting

Write something...

Method of Communication with HOA (e.g., Email, Phone, Portal)

☐ Email

☐ Phone

☐ HOA Portal

☐ Other

Notes from Recent Communication with HOA Management

Write something...

Date of Next Scheduled Communication with HOA

Enter date...

Type of Communication Needed (e.g., Question, Complaint, Update)

- ☐ Question
- ☐ Complaint
- ☐ Update
- ☐ Other

Record Keeping & Documentation

Maintain records of all communication, inspections, and compliance efforts for future reference.

Date of HOA Communication

Enter date...

Summary of HOA Communication

Write something...

Attached Communication Documents (Emails, Letters)

 Upload File

Type of Communication (e.g., Inspection, Violation Notice, General Inquiry)

- ☐ Inspection
- ☐ Violation Notice
- ☐ General Inquiry
- ☐ Meeting Minutes
- ☐ Other

Violation Number (If Applicable)

Enter a number...

Deadline for Response (If Applicable)

Enter date...

Notes on Resolution/Action Taken

Write something...