

## SCA - The Springs Community Association, Inc.

### **Required Procedure to Establish Non-Owner Residence By Lease or Occupancy Agreement**

(Adopted by the SCA Board of Directors 4/19/2016 to implement Amendment 38 adopted by Members 2/17/2016)

Please read carefully each paragraph below the bolded topic:

- 1. Submit Lease or Occupancy Agreement** - Effective May 15, 2016 any person(s) seeking to become a resident of the SCA by virtue of a Lease, or a notarized Occupancy Agreement, must submit the request by U.S. mail, or personal visit, to the SCA Business Office at least 2 weeks prior to the intended start of the Lease or Occupancy Agreement. No adult (persons 18 years or older) can become a resident of The Springs without first providing a signed copy of one or the other of these two documents. All leases must incorporate language specifying that the tenant(s) are subject to the Covenants & Restrictions and Rules & Regulations of the SCA. Leases must be for a period of no less than 7 months. No lease can automatically renew nor be extended on a month to month basis. Renewed leases require an addendum confirming the renewal, and the dates it becomes effective and terminates. Under urgent circumstances a lease may, with SCA approval, be extended once for one month only. There's a \$100.00 administrative fee for processing an initial Lease, of which \$50.00 pays for the SCA's certified national criminal background check and the balance for personnel, programming, and material costs. There is a \$10.00 fee for processing an Occupancy Agreement. There is a \$5.00 charge if a renewing Lease or Occupancy Agreement is not renewed by the termination date of the original agreements. Only checks can be accepted. *Any premature termination of a Lease or Occupancy Agreement will require notice to the SCA by the owner of the property as well as submission of a new Lease or Occupancy Agreement even if the same person is returning.* Adult children (18-21) of owners are excluded from the requirements above.
- 2. Submit to background check or provide attestation** - All adults (18 years or older) seeking residence by Lease or Occupancy Agreement must undergo the SCA approved background check that establishes whether or not they have any prior criminal conviction within the United States of America or any other jurisdiction external to the United States of America. The single exception to the requirement for the SCA background check is for family members by blood or adoption for whom the family has completed an Occupancy Agreement and signed a notarized statement affirming that they have no knowledge of any criminal conviction by the family member. Intentional misrepresentation will result in reversal of approval and possible eviction of the occupant. The SCA utilizes only its own authorized service for background checks. There is a \$50.00 fee for most background checks. Some international background checks will cost more. (This is a pass-through charge; the SCA does not receive revenue from this fee). There is a \$3.00 notarization fee for changes to Occupancy Agreements. Only checks can be accepted.
- 3. Decals for resident vehicles** - Decals for any vehicle that the intended resident will be driving and parking within the SCA cannot be issued until the intended resident has been fully approved for residency within the SCA. The SCA Business Office will notify the CSOs (Community Service Officers) when persons have been approved for residency and decals. Decals cannot be issued until the new resident provides a copy of a Florida driver's license bearing an address of residence within the SCA. Decals will not be authorized for the adult children of home owners unless they are students who retain their residence in The Springs even during their time away at school. Other adult children of owners may request a long-term guest pass for frequent entry.