

# The Springs Community Association, Inc.

## Easy Guide to Leasing or Housemate Requests

### Leasing:

- To rent, property owner must submit a \$750 common area damage deposit
- Leases must be for 7 months or more
- Lease must include clause that lessee will abide by SCA covenants & rules
- Lease application is required at least 2 weeks before intended occupancy
- Lessees must submit to the SCA background check & approval process
- Applicants with a criminal background record may be disapproved
- \$250 Admin Fee for New Applicants
- Background Check Fee: \$60 per applicant
- \$150 Admin Fee for Lease Renewals (no background check required)
- Approved lessees must complete a Resident Information Form
- Lessees must update Driver's License address per FL law
- After the DL is updated priority gate entry decals can be issued
- Lessee decals expire at lease-end unless SCA has prior renewal notice
- All Leasing forms & procedures online at:  
<http://thespringsconnection.sentrywebsites.com>

### Housemates:

- Includes: returning adult children; other relatives; significant others; friends who are residing with the owners in their home; and home exchange participants. Anyone who is taking up residence at the owner(s) request for longer than 30 days is no longer considered a guest and must complete an Occupancy Agreement.
- Occupancy Agreements require attestation that the owner knows that an invited occupant does not have a criminal record. If a criminal record exists the invited occupant must undergo a criminal background check and may or may not be approved for residency in the community. Occupancy Agreements require notarization.
- Occupancy Agreements are valid for 1 year and must be renewed prior to expiration to remain valid.