



## South Village Condominium Owner Lease Requirements

All Owners who are leasing out their unit must in turn a copy of the following into the office:

- Executed lease (signed by all parties)
- Executed Lease Addendum
  - A copy of the Lease Addendum can be obtained from the Waterside Office.
- Criminal background check results for US citizens
  - In place of the background check for Non-US citizens, the office will need to copy the information page of each adult resident's passport.
  - All adult residents (ages 18 and older) living in the unit must have a criminal background check/passport.
- Leasing Administration Fee of \$100

**Owners must be in good standing on their unit HOA account to lease their residence.**

**All required lease documents should be submitted, at least 2 weeks in advance, no later than 5 days prior to the commencement of the lease or an additional \$100 fee will be charged.**

**All leases & lease addendums must be complete and signed by all parties prior to being submitted to the Association for approval.**

**No resident shall be registered with the office until all materials are received.**

**Owners may only lease their unit 4 times per year for less than 30 days.**

**Lease Renewals:** If a lease is renewed, the owner should complete and return a Lease Extension sheet to the office. This paperwork can be obtained from the Association office. All lease renewals should be returned to the office **prior to expiration of the current lease. If renewals are not received in a timely manner, access to amenities may be revoked until they are received.**

**Thank You—Association Management Office**