



TAMIAMI VILLAGE ADDITIONAL OCCUPANTS POLICY

Purpose:

To establish a systematic and consistent policy for persons applying to become additional occupants of homes in Tamiami Village. To ensure that additional occupants have clear and concise direction in regards to their obligations when residing in a home in Tamiami Village.

Requirements:

1. Complete **ALL** sections of the application and provide accurate and complete information. Any documents submitted to the office must be clear and legible. Ensure that all information is easily seen and read and no parts of the document are cut off. Incomplete applications will not be accepted. Please be aware that submitting an application does not guarantee approval. We will review your application and make a decision based on our screening criteria. If you have any questions or concerns regarding the application process, please do not hesitate to contact our office at 239-997-2697. We are here to help you through the process.
2. Tamiami Master Association, Inc. has contracted C4 Operations Background Check Services and applies the same process and criteria for all renters, buyers, and additional occupants.
3. Applicants are required to consent to a credit and criminal background check, have a credit score of **650** or higher with no delinquencies, meet minimum income requirements, and possess a clean credit and criminal background. Not having a credit score means the applicant does **NOT** meet the criteria. Processing time is three to ten business days for US residents and five to fourteen business days for non-US residents. Minimum processing time after the background check has been received from C4 Operations Background Check Services is thirty (30) days.
4. The minimum monthly income required is three (3) times the monthly maintenance fee of a non-certificate, Phase I corner lot within Tamiami Village. Acceptable forms of proof of income are recent paystubs displaying a minimum of one (1) month's income, recent tax returns, Social Security or pension statements. Bank statements are not accepted.
5. Individual income qualifications must be met by all applicants, with the exception of legally married couples. Unmarried couples, common-law couples, and individual incomes will not be combined to determine eligibility.
6. US Applicants must submit the Tamiami Master Association, Inc. application, a clear copy of a valid US driver's license or state ID, proof of income, (as listed above), and pay

the nonrefundable application fee of \$100 per legally married couple or per individual, which must be paid by check or cash only.

7. Canadian applicants must submit the Tamiami Master Association, Inc. Application **AND** the Canadian Application, a clear copy of a valid Canadian driver's license, the biometrics page of a valid Canadian Passport, and proof of income (as listed above) and pay the nonrefundable application fee of \$100 per legally married couple or per individual.
8. Applicants outside of the US and Canada must contact the Tamiami Village & RV Park office for information on the specific forms, documents, and fees required in addition to the standard application and proof of income (as listed below).
9. At least one occupant must be fifty-five (55) years or older, and the additional occupant can be no younger than fifty (50) years of age to become a resident. Each additional occupant who meets the age requirement is required to complete the Fair Housing Act Census.
10. Guests staying overnight must be registered with the office by the homeowner or tenant for no more than thirty (30) nights per one (1) year period. The one (1) year period will be calculated from the first night of stay. Registered guests who will be present in the home while the homeowner or the tenant is away must be 55 years of age or older. Registered guests under the age of 55 are not permitted to be in the home within Tamiami Village while the homeowner or tenant is away.
11. Swim tags are required for each guest over the age of (5) who will be using the amenities. There is a refundable deposit due for each swim tag, payable by cash only and the swim tags must be returned to the office within 3 business days upon departure of the guests. Swim tags are **NOT** to be transferred from guests to guests without being returned to the office. Homeowners or additional occupants who fail to register their guests for each stay will be in violation of the Tamiami Village Rules, Regulations and Guidelines and their guests will not be permitted to use the amenities. Swim tag colors are changed **periodically**. The deposit is forfeited for swim tags which are not returned before the color changes, except when the color is changed prior to the departure date of the registered guests, then the refund will be granted providing that the swim tags are returned within 3 business days of the registered guests departure date. Tags returned after hours dropped in the overnight slot must be in an envelope with the homeowner's or additional occupant's name and address attached.
12. Occupants residing in the home, intending to stay for more than thirty (30) nights in a one (1) year period, must meet the same requirement as an owner by applying for residency and being approved prior to exceeding the thirty (30) night stay.
13. Tamiami Village allows a maximum of two (2) pets with a weight limit of twenty-five (25) pounds maximum per pet. Pets shot records and licenses must be submitted with the application. Restricted breeds are not permitted. Matters involving service animals over

the weight limit are handled by the association's attorney after the applicant(s) have been approved.

14. Once the background and credit checks have been received from C4 Operations Background Services, and are deemed acceptable, a mandatory orientation is required by all additional occupants in order to be approved. The orientation may be completed by email or in person.
15. All applicants must submit **ALL** required documents: application (and application fee), proof of income, identification, whether a pet will be residing at the home, pet's shot records and license. The application is not considered complete until all required documentation has been received. The received date of the application will reflect the date that all documents and fees have been received.
16. Currently there are _____ applications for purchase and/or rental ahead of this application. Applications are handled on a first come, first served basis to ensure fairness for our residents and applicants. It is imperative that the application be submitted completely filled out as soon as possible to ensure timely processing.
17. Lawn care is the responsibility of the homeowner. When you choose a lawn care provider, it's recommended that lawn care is scheduled for every other week during the winter and weekly during the summer.

Supporting Documents:

Application for Buyers, Renters or Additional Occupants
Canadian Application for Buyers, Renters or Additional Occupants
Fair Housing Act Census
Additional Occupants Acknowledgement of Receipt and Agreement to Abide by the Tamiami Village Rules, Regulations & Guidelines
Tamiami Village Rules & Regulations
Tamiami Master Association, Inc. Motions:
March 28, 2024