



TAMIAMI VILLAGE HOMEOWNERS ADDING AN ADDITIONAL OCCUPANT TO THEIR HOMES POLICY

Purpose:

To establish a systematic and consistent policy for adding an additional occupant to homes in Tamiami Village. To ensure that owners (and additional occupants) have clear and concise direction in regards to their obligations when an additional occupant is added to their home in Tamiami Village.

Requirements:

1. Prior to an applicant submitting an application to become an additional occupant, homeowners are required to complete and submit the Notice of Intent to Add an Additional Occupant form to the Tamiami Village & RV Park office. The form must include the name of the applicant as well as the expected move in dates. Incomplete forms will not be accepted, and applications will not be processed until the Notice of Intent to Add an Additional Occupant form has been received. A new Notice of Intent to Add an Additional Occupant form is necessary for each applicant.
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 the 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 - ten business days for US residents and five - 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. Existing Additional Occupants previously approved at an existing Tamiami Village residence applying to be an additional occupant at a different Tamiami Village residence may be exempt from providing proof of income, paying the application fee as well as the background and credit check for the new residence. Providing that a background check has been processed in the past and is on file with Tamiami Master Association and that the Tamiami Master Association was at no time compelled to retain legal services to enforce compliance regarding the applicant or the homeowner. The Tamiami Master Association reserves the right to refuse the submitted application. Approval will be subject to the results of all information gained.
5. An application must be completed and submitted to the Tamiami Village & RV Park office for approval prior to occupying the residence. An approved application is required for each additional occupant, even if they are exempt from the background and credit check and paying the application fee. All additional occupant applications must be approved by management for each residence. Homeowners who allow additional occupants to move into their homes in Tamiami Village without notifying management by completing the Intent to Add an Additional Occupant form and by having the additional occupant

complete the approval process are in violation of the **Tamiami Village Rules, Regulations and General Guidelines**. Additional Occupants who reside in Tamiami Village without management approval, are in violation of the **Tamiami Village Rules Regulations and General Guidelines**.

6. Each additional occupant requires an orientation for each address, which includes mandatory forms that must be completed and turned into the office for approval prior to the applicant's arrival.
7. 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 paystubs displaying a minimum of one (1) month's income, recent tax returns, Social Security or pension statements. Bank statements are not accepted.
8. 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.
9. US Applicants must submit the Tamiami Master Association, Inc.'s 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.
10. Canadian applicants must submit the Tamiami Master Association 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.
11. 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).
12. 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 resident.
13. 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.
14. 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 tenant's name and address attached.

15. 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.
16. Once the background check and credit checks have been received and the applicant(s) have been approved, the applicant(s) will be required to complete the **ADDITIONAL OCCUPANT ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO ABIDE BY THE TAMIAMI VILLAGE RULES, REGULATIONS & GUIDELINES**.
17. Applications are handled on a first come first serve basis to ensure fairness for our residents and applicants. It is imperative that the application be submitted completely filled out as soon as possible.
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Supporting Documents:

Application for Buyers, Renters or Additional Occupants

Canadian Application for Buyers, Renters or Additional Occupants

Recognition of Tamiami Village 55+/50 Status and Non-Residency Statement

Notice of Intent to Add an Additional Occupant

Additional Occupant Acknowledgement of Receipt and Agreement to Abide by the Tamiami Village Rules, Regulations & Guidelines

Tamiami Village Rules & Regulations

Tamiami Master Association, Inc. Motions:

July 20, 2023

July 28, 2023

January 11, 2024

September 12, 2024