

## GREENFIELD VILLAGE GUEST PROCEDURES

**WHEN THE OWNER IS NOT IN RESIDENCE:** Prior notice to the Board, through Sandcastle using the attached Guest Form is required. Guests occupying the unit for more the fourteen (14) days must be related to the owner as a parent, child, **legal sibling**, or grandchild and their immediate families AND must have a background check done on all adults. Contact Sandcastle in regard to the background checks. Please see 9.18.5 of the governing documents.

Any other overnight guests when the owner is not in residence, and are staying more than fourteen (14) days, and are not related to the owner as stated above must:

- Give notice to Sandcastle using the Guest Form
- Background checks must be done on all adults
- Common area security deposit paid (\$1,000.00 which will be refunded if there is no damage to any common area)
- Affidavits submitted by the owner and the adult guests stating that no consideration or payment is taking place for use of the unit.

If any guest stays longer than the date indicated on the Guest Form or more than three (3) months, a new guest form and affidavits must be submitted for Board approval.

**WHEN THE OWNER IS IN RESIDENCE:** All guests staying more than fourteen (14) days must fill out the Guest Form and have a background check done on all adults. Contact Sandcastle in regard to these forms and fees. Please see 9.18.2 of the governing documents.

**TENANT IN RESIDENCE:** If a tenant is having a guest staying more than fourteen (14) days the owner must be notified, the Guest Form filled out and returned to Sandcastle along with a check for the background check for any guests that are over eighteen (18) years of age. Tenants are not allowed to have guests when they are not in residence. Owner/tenant accepts responsibility for any common area or limited common area damage done by their guests.