

GREENFIELD VILLAGE RESIDENCY POLICY FOR NEW ANNUAL AND SEASONAL RENTALS, RENTAL RENEWALS AND ROOMMATES

NEW ANNUAL AND SEASONAL RENTALS

Written approval from the Board is required before tenants can move into the unit

Prior to approval, the following must be completed and sent to the management company by the owner of the unit 30 days before the beginning of the lease:

1. A Greenfield Village application and \$100 application fee which includes one background check.
2. A copy of the lease between owner and tenant.
3. References
4. Background checks on all adults (\$40 for each additional adult, see #1)
5. The Common Area Security Deposit of \$1000.00 (usually paid by the owner)
6. Owners who acquired their units after April 30,2010 cannot rent the unit for less than three months, nor more than six months and only once in a one year period.

RENEWAL OF ANNUAL AND SEASONAL RENTALS

A Greenfield Village Annual or Seasonal Lease Renewal Application must be filed, prior to the lease date, with Sandcastle. If the Common Area Security Deposit has been paid, no further action is required. A \$40 application fee is required only for seasonal rental renewals.

OWNERS ACQUIRING A ROOMMATE

Owner must furnish a completed Guest Form, the notarized statement of responsibility (Form 1A attached to the Guest Form) and have a background check done on the roommate. Note: Owner can choose to pay the \$1000.00 common area security deposit in lieu of the notarized statement.

TENANTS ACQUIRING A ROOMMATE

Same as above except that the owner must also be notified and proof of that indicated on the Guest Form.
