

## Pine Ridge POA Procedure for Tenant Screening

January 24, 2017

Pine Ridge Property Owner's Association, Inc is charged with accepting application (s) from the property owner who is wishing to lease their home as per section 2.04 of the Pine Ridge Declaration of Restrictions. Additionally, the board referred to herein as the "board" has the authority to conduct a background check on all potential tenants or occupants as well as collect data as stated in the Deed restrictions to insure the appropriateness of the rental, and its terms.

The board directs management to seek a background check through Researcher's Associates, Inc. using their form. The cost for each adult person's background check is \$60.00; this fee will be waived if the following conditions are presented: 1) an applicant is already a owner of property within Pine Ridge Estates and/or is having their home built 2) a full nationwide criminal background check is rendered to the association by the property owners managing agent. The board charges management with the ability to make approvals, unless management finds that they are unable to complete this process with the information that was provided. If the application is referred to the board, it will be reviewed within 60 days of the initial submission to the office. The board will follow all applicable guidelines for approval as stated under 2.04 (1-8).

Once approved the rental application adopted by the board will be used and both the owner and tenant (s) will have to participate with executing and returning the application along with executed lease agreement.

These procedures may be amended from time to time at the boards' direction.

Adopted by the Board of Directors PRPOA, Inc.

Draft subject to review, revision or approval at the 1.24.18 board meeting.