

## APPLICATION PROCESS

There are still some details of the application process that are not being followed, so this is the STEP-BY-STEP PROCEDURE. If you have a PROPERTY MANAGER, THEY NEED TO BE ADVISED OF THIS PROCESS AND A COPY PROVIDED TO THEM.

1. Once the applicant has seen the unit and expresses a desire to live there, the application is provided to them and filled out COMPLETELY. THIS IS IMPORTANT!
2. The application is emailed to me FIRST by the owner or applicant. When I receive the application, I will call them to see if they will QUALIFY, and will discuss the rules of the community, review the application with them, and ask pertinent questions. This is done in order to SPEED UP THE PROCESS OF APPROVAL. EMAIL THE APPLICATION TO ME AT: [spenceley@comcast.net](mailto:spenceley@comcast.net)
3. AFTER MY INTERVIEW, the application along with the fee is mailed to or taken to SUNSHINE MANAGED ASSOCIATION NETWORK. If we feel the applicant qualifies, then the appropriate reports are run.
4. Once I receive the report from the management company, I discuss the reports with two other board members for final approval.
5. If approved, we share the information with the owner.
6. ONCE APPROVED- the owner/manager is to prepare an annual lease with ALL PERSONS 18 YEARS AND OLDER RESIDING IN THE UNIT NOTED ON THE LEASE AND EMAIL ME A COPY. When a copy is received, an approval letter will be emailed to the tenant, the owner and SUNSHINE MANAGED ASSOCIATION NETWORK and now the applicant can occupy the unit.
7. Leases are to be RENEWED ON A YEARLY BASIS (NO MONTH-TO-MONTH) and a front page of the lease with a new date and information emailed to me, as we are keeping a record of all rentals

PLEASE IF YOU HAVE ANY QUESTIONS OR IDEAS FOR THE COMMUNITY, EMAIL OR CALL ME! 941-447-6234

Sincerely Yours,



Paul Spenceley-President