



NIGUEL SHORES COMMUNITY ASSOCIATION

TENANT CHECK-IN: GUIDELINES and REQUIREMENTS

Lease Agreement – Tenancy and Property Rental

Tenancy Fee = \$150

- Lease must be signed by both property owner and tenant(s)
- Property Managers and Leasing Agents cannot sign the lease agreement on behalf of the owner
- Lease cannot be less than thirty (30) days in duration
- Lease must provide the start date and termination date
- Lease must provide the name of all individuals residing on the property
- Tenant cannot check in or obtain access devices until the first day the lease is valid
- Tenant access devices are deactivated the day following the lease termination date unless renewed
- Each renewed lease agreement must contain the same information as the original lease and must be provided to the NSCA Management Office prior to the termination date of the previous lease

Vehicle Access Devices (Barcodes) – Access Barcode Decals – Authorized Persons/Vehicles

Barcode Fee = \$35/per vehicle

- The vehicle must be registered to an individual listed on the lease agreement
- A valid vehicle registration must be provided along with the completed barcode access form

Pedestrian Access Devices (FOBs) – Pedestrian Gate Access Devices

FOB Fee = \$40/per device

- Only individuals listed on the lease agreement may obtain a FOB device
- One (1) FOB per individual on the lease agreement (Maximum four (4) FOBs per address)

Gate Access for Guests and Service Providers – While Property Is Rented

- Only individuals listed on the lease agreement may add a guest or service provider
- Owners are permitted to call in service providers only, not guests
- Owners may give their Dwelling Live account information to their Property Manager to add service providers
- Property Managers and Realtors should work directly with the owner in advance to allow service providers access to the Community

****fees paid to the office can be in the form of a check, cash, debit card or credit card as long as the \$ amount is not over \$100****