

TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

ITEM 5.02 BACKGROUND CHECKS (EFFECTIVE JULY 1, 2013)

A. GENERAL: All prospective residents in Tri-Par Estates Park & Recreation District must undergo a background check before the Application for Purchase, Title Transfer, Occupancy, Rental is approved/disapproved by the Board of Trustees. Residents shall include homeowners, occupants living with homeowners, caregivers, and persons renting from homeowners (See Item 5.01). No person may occupy a home without prior approval of the Board of Trustees.

B. BACKGROUND CHECKS:

1. Part of the approval process requires that each proposed resident consent to a background check. Failure to provide authorization for a background check or any falsification or omission of data on the application will result in rejection of the application.

2. Applications must be received at the Tri-Par Office thirty (30) days in advance of a closing or commencement of a rental, so the Board will have an opportunity to conduct the background check, receive the results, and act on the results.

C. FEES AND FREQUENCY:

1. There will be a \$50.00 one-time application fee for each applicant.

2. Current residents of Tri-Par Estates as of July 1, 2013 will not be required to resubmit the application nor have a background check prior to occupying the home.

3. Owners, renters or other residents that are absent from Tri-Par for a period exceeding 30 months must submit a new Application for Residency and requires a new background check. The extension is due to the Pandemic and will revert back to 12 months in September, 2023.

D. APPROVAL/DISAPPROVAL:

1. For background results that are acceptable the Chair of the Board of Trustees or the Treasurer may approve the application. If they are not available, any Trustee may approve the application in their absence. Applications which are recommended for disapproval must be done so by a meeting of the Board of Trustees. Meeting notification will be provided the applicant and the present owner/seller/landlord.

E. RECORD KEEPING:

1. Background checks may contain sensitive information and should be secured at all times. Background checks will be kept in a secure place in the office and access limited to the Board of Trustees and Office staff on an as required basis.

2. Reports are accounted for by entry on a log.

Adopted by Trustees – 10/20/2015, Adopted- 9/21/2021