

### [Clubhouse Rental Form](#)

This form must be submitted and approved prior to any occupation/use of the Santa Fe 1 Clubhouse by any homeowner. Please see the current Rules and Regulations for the fine policy regarding violation of this requirement.

### [Homeowner Violation Complaint Form](#) \*(Alternative submission - see below)

This form must be submitted by a 1st hand observer. Photos are encouraged. The observer must submit this form completely prior to any Courtesy Letter sent to the offending homeowner.

### [Homeowner Option Out of Partial Landscaping Services Form](#)

Our landscape maintenance company will trim and maintain ALL foliage at each home unless the homeowner wishes to opt-out entirely of the community monthly trimming. If you choose to Opt-Out and not have any of your foliage trimmed or maintained by our on-site landscape company, then you must contract your own landscaper at your expense to have your front yard foliage trimmed monthly. The HOA will continue to maintain turf and tree maintenance.

### [Architectural Committee Guidelines](#)

### [Architectural Control Committee \(ACC\) Submittal Form](#)

This form must be submitted and approved prior to any architectural changes requested by the homeowner for any part of the dwelling in the front and on the sides of the dwelling exposed or seen from the street. Please see the current Rules and Regulations for the fine policy regarding violation of this requirement.

### [Landscape Committee Guidelines](#)

### [Landscape Change Request Submittal Form](#)

This form must be submitted and approved prior to any landscaping changes requested by the homeowner for any part of the landscaping in the front and on the sides of the dwelling exposed or seen from the street. Please see the current Rules and Regulations for the fine policy

regarding violation of this requirement.

### **[Santa Fe 1 - Tenant Registration Form](#)**

This form must be submitted in accordance with the Rules and Regulations regarding renting/leasing ones property in Santa Fe 1. Please see the information below.

### **[McCormick Ranch Request for Onsite Dumpster](#)**

#### ***Renting or Leasing your Property?***

In accordance with SF1 documents lease or rentals must be for 30 days or more with the exception of a few homes that are "grandfathered in" under our rental restriction amendment recorded on September 27, 2019.

A homeowner who rents/leases his/her home MUST do the following:

1. Register your rental with the Maricopa County Assessor's Office. For online access, [click here](#)
2. Register your rental with the City of Scottsdale - Vacation Rentals - [click here](#) .
3. Obtain a Transaction Privilege Sales Tax and a Transient Tax Liability - [click here](#) .
4. Register EVERY rental with our property manager, [Nicole Nudi](#) . Use the [Tenant Registration Form](#)  
. You must submit a \$25 nonrefundable registration fee with each rental registration except for lease renewals. There is a \$15 late fee if you fail to register your property prior to your tenants' occupation of the dwelling. You are also subject to other penalties explained in our Rules and Regulations - Fine Policy.
5. You must also submit a signed document that verifies that your tenants have read and understand the Rules and Regulations. This should be submitted with your Tenant Registration Form.

Downloaded the most current Rules and Regulations and Fine Policy document from the Documents Tab>Legal Documents on the front page of this website. As an owner, you should also acquaint yourself with the fine policy in the Rules and Regulations packet which apply directly to those who rent their dwellings.

The Santa Fe 1 Homeowners Association created a "Rental Oversight Committee." The function of this committee is to ensure that all rentals in our community have completed the five requirements stated above for EVERY tenant or be subject to fines as outlined in the Rules & Regulations - Fine Policy.

If you are a homeowner and you are experience issues with rental tenants, please notify our property manager, [Nicole Nudi](#) , and she will direct your complaint to the appropriate entity.

\* **Alternative Submission - Homeowner Violation Report** - email to property manager. If a homeowner wishes to report a violation and does not want to submit the Homeowner Violation Form, the following information must be submitted to our property manager - if any item is blank - the submission is incomplete and therefore void.

1. Name of the Community
2. Address of residence not in compliance
3. Date(s) of the Violation(s)
4. Nature of the Violation(s)
5. Observer's First and Last Name
6. Observer's SF1 Residence
7. Observer's phone number
8. Observer's email address (provided on email)
9. Date of Observation
10. Date of Submission (provided on email)
11. Optional - picture of violation