



## COMPLIANCE CERTIFICATE REQUEST FORM

### Description

As noted in the Sun City Lincoln Hills (SCLH) Covenants, Conditions, and Restrictions (CC&R), Section 5.13, a SCLH homeowner can request a Compliance Certificate from the Architectural Review Committee (ARC). The purpose of this certificate is to certify whether all exterior improvements made and other exterior work completed by the homeowner comply with the SCLH Design Guidelines.

The homeowner must complete and sign the **Compliance Certificate Form** and attach cash or a check payable to “SCLH.” If a homeowner wishes a realtor to manage the process, the homeowner must provide an authorization letter to the ARC Community Standards Coordinator in Community Standards.

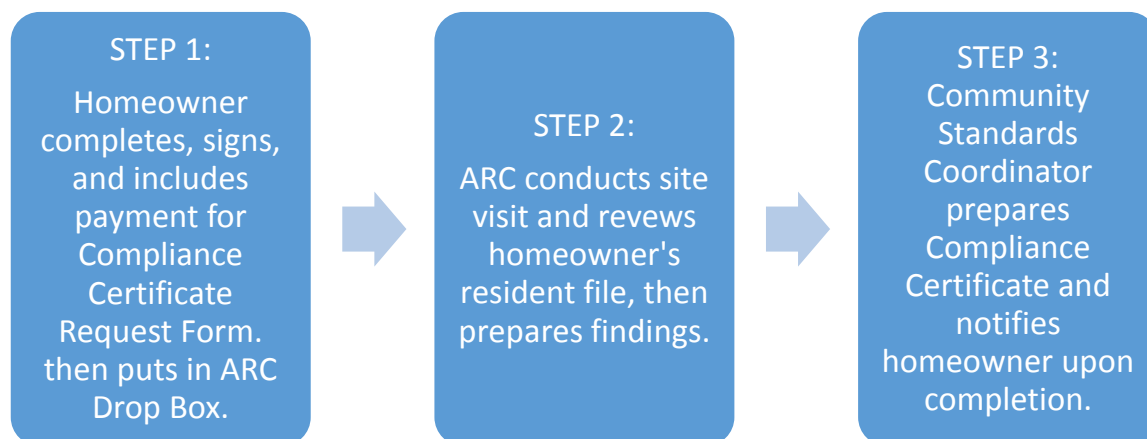
### Following is the fee schedule:

- \$50 fee for completion of the Compliance Certificate within ten (10) business days.
- \$75 fee for completion of the Compliance Certificate within five (5) business days.

The **Compliance Certificate Form** can be found on the SCLH Residents’ website or with ARC application materials in the Resident Information Center, located at the Orchard Creek Lodge. The completed form and cash/check can be submitted in the ARC Drop Box, also located in the Resident Information Center.

**The Compliance Certificate is only valid for the date that the certificate is issued.**

### Certificate Process





**COMPLIANCE CERTIFICATE REQUEST FORM**

Owner's Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

- Email completed certificate
- Owner pick up completed certificate
- 5-Day Turnaround (\$75)
- 10-Day Turnaround (\$50)

Property Owner Signature

Date

*For Office Use Only*

Date Request Received: \_\_\_\_\_ Check #: \_\_\_\_\_

**Please submit this form with your cash/check payable to: "SCLH" into the ARC DROP BOX, located in the Orchard Creek Lodge Resident Information Center.**

**PLEASE ATTACH YOUR CHECK HERE:**