



## NEW RENTER(s) PACKET CHECKLIST

Please include this check list with completed package.

- Copy of Lease. *Must be nine (9) months or longer per Declaration*
- Completed and Signed Tenant Application
- Rental Registration Fee-\$50 via check/money order Payable to Summer House
- Vehicle Registration Form. Copy of vehicle registration must be presented
- Owner and Tenant Contact Information
- Amenity Access Registration
- Key Release
- Acknowledgement of Receipt of Rules and Regulations
- Fee for new entry device(s) \$\_\_\_\_\_ each  
Check in the amount of \$ \_\_\_\_\_

How may we contact you when your Rental Packet is approved?

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Should you have any questions, please contact the onsite Management Office.

Summer House Condominium  
Management Office  
700 Ocean Place  
Ponte Vedra Beach, Florida 32082  
[www.mysummerhousedream.com](http://www.mysummerhousedream.com) (Website)  
[shresident1@hotmail.com](mailto:shresident1@hotmail.com) (Email)  
904-285-4200 (Office)  
904-273-2552 (Fax)



## Tenant Registration Guidelines

All Tenants must register with the Summer House in Old Ponte Vedra Condominium Association prior to move in. Please complete all applicable sections of this Tenant Package and return to the onsite Management Office. Tenant packages must be submitted to the Association, **PRIOR** to Renter taking possession of property, for approval. The completed Renter packet should be accompanied by a copy of the executed lease agreement and a processing fee of \$50.00 payable to Summer House Condominium Association, Inc.

**LEASING.** The board shall have the power to make enforce reasonable rules and regulations regarding leasing of Units (provided that, any changes to the leasing provisions of Sections XVI(G)(2)(i) and XVI(G)(2)(ii) shall require an amendment to the Declaration in accordance with Article VI of this Declaration) and to levy fines in accordance with the Declaration and Bylaws in order to enforce the provisions of this Section and of the rules and/or regulations issued pursuant to this section. "Leasing," for the purposes of this Declaration, is defined as regular, exclusive occupancy of a Unit by any person other than the Owner. For purposes hereof, occupancy by a roommate of an Owner who occupies the Unit shall be governed by the following provisions:

**Notice.** At least seven (7) days prior to entering into the lease of a residential Unit, the Owner shall provide the Board with a copy of the proposed lease agreement. The board shall approve or disapprove the form of said lease. In the event the lease is disapproved, the Board shall notify the Owner of the requisite action to be taken in order to bring the lease into compliance with the Declaration and any rules and regulations adopted pursuant thereto.

**General.** A Residential Unit may not be leased to an individual who is less than twenty-one (21) years old. Residential may be leased only in their entirety; no fraction or portion may be leased without prior written Board approval. All leases shall be in writing and in a form approved by the Board prior to the effective date of the lease. The Board may maintain and, upon request, provide a form which is deemed acceptable. There shall be no subleasing of Residential units or assignment of leases without prior Board approval. All leases must be for an initial term of not less than nine (9) months, except with written Board approval, which shall not be unreasonably withheld in cases of hardship. Within ten (10) days after executing a lease agreement for the lease of a Residential unit, the Owner shall provide the board with a copy of the lease the name of the lessee and all other people that will be occupying the Residential Unit. The Owner must provide the lessee copies of the Declaration, Bylaws, and the Rules and Regulations. Nothing herein shall be construed as giving the Association the right to approve or disapprove a proposed lease; provided that, such approval or disapproval by the Board shall be given within seven (7) after the Board's receipt of the proposed lease and; provided that, such approval or disapproval by the Board shall be given within seven (7) days after the Board's receipt of the proposed lease and: provided further, that in the event that the board does not give its approval or disapproval in a timely fashion, such lease shall be deemed approved. Notwithstanding the above, this subparagraph shall not apply to the leasing of Units owned by the Association or to the leasing of the Non Residential Unit.

The Association reserves the right to disapprove a lease if the Owner is delinquent in their payment of the monthly assessments due to the Association. All new proposed Tenants, Property Managers/ Realtors must confirm this prior to leasing a unit at Summer House Condominiums. Any move ins without obtaining the approval at the Summer House Management Office will be considered unauthorized residents at Summer House and may be subject to eviction.

All Tenant packages must be delivered to the onsite Management Office at:

Summer House Condominium  
700 Ocean Place  
Ponte Vedra Beach, Florida 32082  
[www.mysummerhousedream.com](http://www.mysummerhousedream.com) (Website)  
[shresident1@hotmail.com](mailto:shresident1@hotmail.com) (Email)  
904-285-4200 (Office)

## **PET RULES AND RESTRICTIONS at SUMMER HOUSE CONDOMINIUM**

I hereby acknowledge and agree my understanding of the following rules and restrictions at Summer House Condominium:

- \_\_\_\_ No more than two (2) pets (to be limited to domesticated dogs or cats, or one of each) may be kept in a Unit by a Unit Owner at any time. Any pet permitted shall only be allowed remain in the Unit if such pet is permitted to be so kept by applicable laws and regulations and is not left unattended on balconies and/or any other portions of the Condominium Property.
- \_\_\_\_ No potbellied pigs, exotic animals of any kind, including snakes, no pit bull dogs, Rottweiler, Doberman pinchers, or any other animals determined in the Board's sole discretion to be dangerous may be brought onto or kept on the Condominium at any time by the resident of the subject unit, or its invitees. Any pet which, in the Board's sole discretion, presents an immediate danger to the health, safety or property of the community may be removed by the Board without prior notice to the pet's owner.
- \_\_\_\_ Neither the Board of Directors nor the Association shall be liable for any personal injury, death or property damage resulting from a violation of the foregoing, and any occupant of a unit committing such a violation shall fully indemnify and hold harmless the Board of Directors, each Unit Owner and the Association in such regard.
- \_\_\_\_ All Owners must pick up all solid waste of their pets and dispose of such wastes appropriately. All pets (including cats) must be kept on a leash of a length that affords reasonable control over the pet at all times when outside the Unit.
- \_\_\_\_ Any landscaping or other damage to the Common Elements caused by a resident's pet must be promptly repaired by the Unit Owner and/or the resident of record. The Association retains the right to effect said repairs and charge the Unit Owner therefore.
- \_\_\_\_ Pets shall only be walked or taken upon those portions of the Common Elements designated by the Association, if any, from time to time for such purposes. In no event shall said pets ever be allowed to be walked or taken on or about any recreational facilities contained within the Condominium (Pool, pool area, Clubhouse, Fitness Center, Tennis Courts, Common Area Facilities).
- \_\_\_\_ In addition to all other rights and remedies of the Association in the Condominium Documents, a Violation of the provisions of this subsection shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners (as provided in the By-Laws and any applicable rules and regulations) and /or to require any pet to be permanently removed from the Condominium Property.
- \_\_\_\_ Fish or caged domestic (household type) birds may be kept in the Units subject to the provisions hereof, but may not be kept in the balconies or in any of the Common Elements.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Vehicle Registration

Date Issued: \_\_\_\_\_

Unit No: \_\_\_\_\_

Owner: \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Non-Resident Emergency Contact Person \_\_\_\_\_

Emergency # \_\_\_\_\_

### VEHICLE INFORMATION

Year	Make/Model	Color	Tag Number Expiration Date	*Decal #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Issued by Management

**Proof of Residence is required on file before decals are issued.**

**The parking decal must be affixed to the lower left corner  
of the rear window.**

**No other location is permissible.**

### Signature \_\_\_\_\_

By accepting this Parking pass the applicant agrees to follow all rules and regulations contained in the Association's Declaration of the Condominium.

**In order to receive a decal the following items are necessary.**

1. Vehicle Registration Form must be completed and all other required documentation (such as current lease, proof of ownership) must be on file.
2. Proper Identification, proof of insurance, current registration and proof of residence.
3. Vehicle must be operational and tag current.



## Owner and Tenant Contact Information

**UNIT NO:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner(s)** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing** \_\_\_\_\_

**Address:** \_\_\_\_\_

### **Owner(s) Contact Information:**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Work:** \_\_\_\_\_

### **Other Emergency Contact:** \_\_\_\_\_

*(This information is valuable in case of an emergency in the unit, please print name and contact information of a local friend, relative, neighbor, property manager, etc.)*

**Owner's Email:** \_\_\_\_\_  
*(may list more than one email address for each owner)*

### **OCCUPANCY** (only mark one with an "x")

**STATUS:**  Owner Occupied  Second Home / Vacation  
 Unit is Leased  Unit is Vacant

### **Renter's Information Below**

#### **Name of Adult**

**Tenant on lease:** \_\_\_\_\_

**Phone Nos:** \_\_\_\_\_ **Alt.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### **Name of Adult**

**Tenant on lease:** \_\_\_\_\_

**Phone Nos:** \_\_\_\_\_ **Alt.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_



## AMENITY ACCESS REGISTRATION

Entry devices are not transferable without an updated Amenity Access Registration form on file. Devices without updated registration on file are subject to deactivation and a reprogramming fee.

Access Cards - \$25.00 each

### Resident Information

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Unit #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

This unit is (check one): [ ] owner occupied [ ] renter occupied [ ] unoccupied

*If unit is renter occupied:* (must have completed Tenant package and provided a copy of lease).

Lease Term From: \_\_\_\_\_ To: \_\_\_\_\_

Rental Agent: \_\_\_\_\_

Rental Agent Phone #: \_\_\_\_\_

### Devices

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Device 1: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

Device 2: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

Device 3: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

Device 4: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

I understand that I am being issued an entrance device that it is to be used only by me. Any misuse of this entrance device, as evidenced by personal observation, surveillance cameras and/or gate access activity reports is considered a violation of the provisions of the Declaration of Covenants, Conditions & Regulations, By-Laws and Rules and Regulations of Summer House Condominium. At the time of purchase of this unit, I reviewed and agreed to abide by the provisions of these documents and I am aware that that failure to do so may result in suspension of access to the property and additional penalties for non-compliance, including fines, as provided in the governing documents.

I have been made aware that all entrance devices to this unit will be deactivated upon the sale of my property / termination of my lease.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## KEY RELEASE

UNIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that Summer House in Old Ponte Vedra Condominium Association, Inc. (the "Association") requires that a key to the subject unit be provided for purposes of any emergencies that may develop.

I fully understand that the Association, or its employees, or agents, are in no way responsible for damages or theft to my condominium unit or my belongings. I further agree that in the event of a key loss/damage or lock damage, I will be responsible for changing and/or replacing the lock, if desired (all costs associated therewith will be the responsibility of the owner/tenant), and a copy of the new key must be provided to the Association.

During an emergency, the Association will diligently contact owner/tenant prior to entrance but in no way is obligated to do so if it determines that time is of the essence in order to protect the Association's property or that of any members whose unit may be damaged as a result of this unit.

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Signed

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Date

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Signed

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Date



## **Acknowledgement of Receipt of Rules and Regulations of Summer House Condominium**

I have received a copy and have familiarized myself with the Declaration of Covenants, Conditions & Regulations, By-Laws and Rules and Regulations of Summer House in Old Ponte Vedra Condominium with special attention to Section XVI – Use and Occupancy Restrictions.

I understand that all residents, as well as guests, must comply with these governing documents and that failure to do may result in sanctions up to and including eviction.

With the exception of emergency situations resulting from common areas, I understand that all requests for repair or service to my unit are the responsibility of the Owner and not the Association. I hereby understand that I am responsible for all keys (entrance keys, access cards, remotes, and/or mailbox keys) and a fee will be incurred for the replacement of such keys. Owner further acknowledges that he/she will be responsible for any lockouts from their unit and shall call a locksmith at their expense.

I understand, in particular, that I will be subject to a fine if I leave trash outside my unit or dispose of inappropriate items in the compactor, obstruct fire equipment or leave firewood outside, place any items other than outdoor furniture at any visible location on my porch or entrance landing (including towels, shoes, coolers and sports equipment) or park any vehicle on grass.

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Print Name (s)

Signature: \_\_\_\_\_

Unit #: \_\_\_\_\_ Date: \_\_\_\_\_