



OCEAN HOUSE RULES AND REGULATIONS

Rental Policy

While you are free to rent your unit to third parties, there are certain rules you must observe:

- 1) The owner shall maintain a security deposit of \$1,000 on account with the Ocean House Condominium Association while the unit is being rented to cover any expense incurred by the Association resulting from rental of the unit, such as damage to common areas. This is independent of the security deposit required of each tenant in their lease contract.

Not less than ten (10) days in advance of the lease term

- 2) Fill out the “Tenant Approval Request Form” below
- 3) Email this form to the Board of Directors at oceanhousedirectors@gmail.com
- 4) The Ocean House board of Directors will return a decision within three business days

On or before the first day of the lease

- 5) Fill out and sign the “Owner/Tenant Acknowledgement Form” below
- 6) Print out or scan a copy of the Lease Contract
- 7) Email a copies of the signed “Owner/Tenant Acknowledgement Form” and Lease Contract to the Property Manager at oceanhousePM@outlook.com or drop them in the Ocean House Office mail slot on the second floor near the elevator door

Duration of Lease

- 1) Article XII Section B of the Ocean House Declaration of Condominium and Bylaws state the minimum rental period is one (1) month. Renting a unit for less than 30 days constitutes a violation that must be fined, on a per day basis, as prescribed in these founding documents
- 2) Advertising unit rentals for a period of less than 30 days is prohibited by any means, including but not limited to classified ads, online or printed real estate agent listings, and online services such as VRBO, AirBNB, or Craig’s List

Additional Rules

- 1) Tenants with a lease of six months duration or more are allowed one pet. With a lease of less than six months, no pet is allowed
- 2) Assigning, subletting, commercial, shared, or group leases are prohibited
- 3) Tenants shall comply with all other rules contained in the Ocean House Rules and Regulations which can be viewed at <https://oceanhouseyb.com/rules-and-regulations/>
- 4) Owners will be held responsible for the actions of their tenants and guests whether the owner is in residence or not. If tenants or guests create a nuisance to other owners, the Property Manager and/or the Board of Directors shall have the right to administer fines to the owner of \$50.00 per day per violation and to recover associated OHCA attorney fees.
- 5) The Ocean House Board of Directors also reserves the right to deny future occupancy by any tenant who has previously committed violations of the Rules and Regulations or actions requiring Police intervention.



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Tenant Approval Request Form

The Owner or Rental Agent must submit this Form to the Ocean House Board of Directors 10 days or more before the start of the proposed lease for approval of occupancy by prospective tenants or any persons providing consideration to the Unit Owner for residing in the unit.

- 1) Failure to get approval in advance will result in fines of \$50 per day, as allowed by the Ocean House Bylaws, for each day of unapproved occupancy.
- 2) A tenant, occupant or guest who has previously violated the Ocean House Rules and Regulations, Declaration, or Bylaws, whether cited or not, will be refused tenancy or the right to be at the Ocean House property.
- 3) No oral tenancies or tenancies at will are allowed, and a copy of the written lease must be provided to the Ocean House on or before the first day of any tenancy.

Leasing Agent or Unit Owner:

Leasing Agent's Company: * _____

Print Agent's Name: * _____

Agent's Phone Number * _____ Ocean House Unit Number * _____

Prospective Tenant:

Print Tenant Head of Household Name: * _____

Print Tenant Home Town and State: * _____

Additional Occupants * if any: (2) _____

(3) _____

(4) _____

Proposed Lease Start Date: * _____ End Date: * _____

Prior History at Ocean House, if any: * _____

* = Mandatory Entries

Email this completed form to: oceanhousedirectors@gmail.com and the Ocean House Board of Directors will return a decision within three business days.



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Owner/Tenant Acknowledgement Form

The Unit Owner or Rental Agent has complied with the following:

- 1) Has read and agrees to the Ocean House Rental Policy.
- 2) Has submitted the "Tenant Approval Request Form" above to the Ocean House Board of Directors at least ten days prior to the lease date, and tenant approval has been granted by the Board.
- 3) Shall provide fully signed copies of the Lease Contract and this completed "Owner/Tenant Acknowledgement Form" to the Property Manager on or before the first day of the lease.
- 4) Has provided a hard copy of the "Reminders for Renters and Guests" to the Tenant.
- 5) Is aware that the Unit Owner is responsible for the conduct of his/her tenants and guests.

Unit: * _____ Unit Owner/Agent Signature: * _____

The Tenant understands the following:

- 1) Has read and agrees to the "Reminders for Renters and Guests" below.
- 2) If a Tenant engages in unlawful or offensive activities on the premises or is repeatedly in violation of the Rules and Regulations, future tenancy requests will be denied.
- 3) The Tenant is jointly and severally responsible with the Unit Owner for payment of any fines resulting from violation of the Rules and Regulations.

Tenant Head of Household Signature: * _____

Enter mandatory entries below that are not included in the Lease Contract:

Primary Phone: * _____ Secondary Phone: _____

Email: * _____

Number of People Adults: * _____ Children (under 18 years): * _____

Auto 1 Make: * _____ Color: * _____ State: * _____ Plate: * _____

Auto 2 Make: _____ Color: _____ State: _____ Plate: _____

*** Mandatory Entries**

Send the Lease Contract and this completed Form to the Property Manager:

- Scan and email to the Property Manager at: oceanhousepm@outlook.com or
- Drop a hard copy in the Ocean House Office mail slot (second floor next to elevator).



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Reminders for Renters and Guests

Keep in mind that Ocean House is a residential community, not a hotel. Please be considerate!

Visit the Ocean House Website at <https://oceanhouseyb.com/>

Security

- Entrance **doors** should never be propped open
- Do not **buzz** people in unless you are sure who they are
- Passing through the **hedges** from first floor main building units is not allowed

Consideration for Others

- **Quiet time** begins at 10:00 p.m.
- The **catwalks** should always be kept clear. No strollers, trash, beach equipment, etc. should be left out, and no running or playing on the catwalks
- **Utility carts** should be returned to the garage as soon as possible for the use of all
- The **trash chutes** are there for everyone's convenience but need special care. Only small securely tied plastic bags should be dropped in the chutes. All cardboard boxes and large trash bags must be taken to the trash room. Food waste not ground up in the kitchen disposer must be securely wrapped. No pizza boxes in the trash chute!
- Use the **rinsing station** in the rear of the main building to rinse off sand when returning from the beach

Safety

- No use of **barbecues or grilles** for cooking is allowed in any location in the main building or private decks
- The **pool rules** are posted at the pool entrances. Read and follow, especially:
- No substance of any kind should be put in Pool or Spa; No Glass or Alcoholic Beverages Allowed; No Diving, Running, Ball Playing or Floats Allowed (except for safety); You Must Shower Before Using Pool or Spa; No Smoking / No Food

Appearance

- Nothing should be **hung** over railings, fences, exterior vinyl walls or trim.
- The **lawns** are not for sunbathing, ball playing, etc. Use the park across Ocean Avenue.
- Walking of **pets** for constitutional relief in or on common areas and lawns is not allowed (only renters with a lease of 6 months or more are permitted to have pets).

Thank you for your cooperation,

Ocean House Board of Directors