

# Rental Procedures for Owners

Fill out Rental Reservation Form (it can be sent by one of four ways.)

1. By mail to: Salt Springs Resort Association, PO Box 5056, Salt Springs, Florida 32134
2. By Fax 352-685-2163 (to verify receipt of fax call 352-685-4003 and leave message. If the fax is not received the Ranger will call you back as soon as possible.)
3. By using the e-form on the Association Web site [www.MySaltSpringsResort.com](http://www.MySaltSpringsResort.com) under "resources" - "e-forms" - "rental notification". (You will get a confirmation of receipt within 48 hours.)
4. Can be hand delivered to the Ranger or Duty Gate Attendant.

Inform your Guest that there will be a \$5 cash check-in fee due upon arrival at the Gate House. There will also be a \$5 cash charge for any golf cart brought by the Renter.

Inform your Renter that if they invite others to our Resort, they also ***must*** register at the gate, and will incur a \$5 per vehicle cash fee. (These Guests of Guests also become the Owner's Guest, and therefore the Owner's responsibility, so you may want to discuss **limitations of occupancy** with your renters).

***Do not*** give Renters your gate code! A disposable gate code will be given to them upon check-in. Please inform them NOT to give out their gate code.

1. It is understood that the Marion County Sheriff department will be called if the renter creates a safety or security problem.
2. In the event that the Renter damages any of the Association's property, the lot owner will be invoiced for repairs.
3. **The Association reserves the right to evict any renter(s) that create a disturbance or fail to adhere to the Association's Rules and Regulations.**

PLEASE Inform your renters of the following check-in procedures.

## Check-in Procedures for Renters

Upon arrival, park in ***right hand lane*** (**DO NOT BLOCK GATE**)

Be prepared to pay the \$5 check-in fee, and \$5 golf cart fee. Sorry, No checks or credit cards.

They will be issued passes for each motor vehicle and golf cart (these must be displayed while on Resort property).

Inform the renter that there is a \$5 per vehicle fee for any Guests he/she invites into the Resort.

Renters will be given an arrival packet and will have to sign, stating that they have read the Resort Rules and Regulations. The packet will include vehicle passes, renters check in form, activities flyer, copy of the Rules, basic cable TV channels (if cable is available), and a map of the Resort.

**Adopted and approved by the Board of Directors June 28, 2014.**