

Emerald Seas Acknowledgement of Rental Procedures and Requirements

All requirements **MUST** be met whether you are listing on the website, renting privately, or thru the office.

- All maintenance fees and special assessment fees **MUST be paid in full and received by the office on or before the due date**, or a late fee will automatically be applied to your account. (Please note, post marks are **NOT** accepted as payment received and late fees will be applied accordingly.)
- All maintenance fees, special assessments, AND late fees **MUST be paid in full** for guests to check in and receive keys. Any failure to pay fees (including late fees) will PROHIBIT the office from allowing guests to gain access to your unit.

Rentals Listed on the Emerald Seas Website

- All maintenance fees, special assessments, and late fees **MUST** be paid in full prior to listing approval. For listings falling after the maintenance fee due date, the yearly calendar maintenance fees must be paid in full at the time of the requested listing. Additional maintenance fee increases or special assessments will be calculated accordingly and **MUST** be paid prior to the rental. (For example, if listing a December 2024 week in February of 2024, the maintenance fees must be paid in February 2024 in order to be posted on the website.)
- To request your rental listing, owners must log into the website and complete the appropriate rental listing form. Email requests sent to the office or directly to our web admin, Barbara Rosenthal, will not be accepted.
- Once your form is received and your account is determined to be in good standing, Barbara will list the unit on the website. It should be noted that Barbara handles only the webpage listings, but all questions must be directed to the office.
- Requested listings are posted on MONDAY. Any requests submitted on or before Wednesday will be posted the following the Monday.
- Once you have rented your unit, all owners are required to complete the RENTAL FORM providing renter information. Once this is completed, your listing will be removed from the website.

Private Rentals

- All maintenance fees, special assessments, AND late fees **MUST be paid in full** for guests to check in and receive keys. Any failure to pay fees (including late fees) will PROHIBIT the office from allowing guests to gain access to your unit.
- Upon renting your unit, owners must log in to the website and complete the rented unit form. The following information will be needed to complete the form:
 - Owners' name(s), unit, and week

- Renter's name(s), address, phone number, email

Rentals rented by the Emerald Seas Office

- All maintenance fees, special assessments, and late fees MUST be paid in full prior to listing approval. For listings falling after the maintenance fee due date, the yearly calendar maintenance fees must be paid in full at the time of the requested listing. Additional maintenance fee increases or special assessments will be calculated accordingly and MUST be paid prior to the rental. (For example, if listing a December 2024 week in February of 2024, the maintenance fees must be paid in February 2024 in order to be posted on the website.)
- To request your rental is rented by the office, owners must call at 954-427-1300 or email at info@emeraldseas.us.