

## **Surf Club III Renter Registration Form**

- 1. Owner provides Information for Rental at least one week in advance:**
  - a) Renter or Owner can fill out Form for Approval**
  - b) Send Form (with Pool and Spa and Renter Rules) to Renter for review and signature**
  
- 2. When the Form is signed by Renter, return to Owner (Fax or scanned Email is acceptable for signature)**
  
- 3. Completed Form, with copy of contract, goes to Management Office  
60 Surfview Drive, Palm Coast, FL 32137 Fax: 386-447-9014 or  
Email: office@surfclubiii.com**
  
- 4. Approved Surf Club III Form will be sent by Management to MSOA for final Approval**
  
- 5. MSOA notification of approval sent to Management Office via Email.**
  
- 6. Guards make a Gate Pass.**
  
- 7. Management calls or emails owner or property manager to advise gate pass has been issued.**
  
- 8. Renter arrives at Gate House, signs in, Guard provides Pass and directions to Unit.**
  
- 9. In cases of last minute rentals when the Renter does not have a copy of the approved Form, during regular business hours, rental agent or owner should contact Management for approval. 386-447-9066**
  
- 10. Management will make every effort to accommodate last minute approval and forward to the MSOA.**
  
- 11. Management will arrange for a one week pass for renters to give MSOA time to approve form and issue a pass for remainder of the rental period.**
  
- 12. If Surf Club III Management and MSOA Management offices are closed: Gate staff should instruct the renter to call owner and have the owner call the gate for a temporary one week pass. The gate staff will need to leave a message with a contact phone number for the renter with both Management and MSOA for follow up on the next business day.**