



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.

General Rules

1. The Ocean House Association imposes a \$100 rental agreement processing fee payable by the unit owner.
2. The unit owner must obtain the prior approval of the Board of Directors to rent a unit, which approval may not be unreasonably withheld.
3. **The Board's decision to approve or disallow a rental will be rendered on the tenth (10) business day after receipt of all of the following documents, which documents will be fully completed and executed as necessary and will be furnished to the Board of Directors by email to oceanhousedirectors@gmail.com with a copy to Dirigo Property Management at Marion@dirigomgmt.com or by deliver of a hard copy in the Ocean House office mail slot (second floor next to elevator):**
 - a) a copy of the lease contract prior to its execution
 - b) a completed "Tenant Approval Request Form" (see below for form)
 - c) an executed "Owner/Tenant Acknowledgement Form" (see below for form)
 - d) receipt of the \$100 processing fee

The Board strongly encourages Owners (or their agents) to submit the above items to the Board well before the proposed rental start date to prevent any delays in the start of the lease.

5. The unit owner agrees that the prospective tenant must execute the Tenant Approval Request Form pursuant.
6. If approval to rent a unit is granted by the Board of Directors, the owner shall provide the Board of Directors with an executed copy of the lease contract prior to the occupancy.
7. **Failure to obtain approval in advance of a rental or in the case when approval has been granted, failure to provide the executed lease, will result in fines of \$100 per day, as permitted by the Ocean House Bylaws, for each day of unapproved occupancy.**

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 and the violating Unit Owner will be subject to fines, on a per day basis, as prescribed in the Association's governing 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. Violators will be fined on a per day basis.



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Additional Rules

1. The pet policies that apply to owners shall also apply to tenants.
2. In the event of a conflict between the Ocean House Rules and Regulations and a tenant's lease terms, the terms of the Ocean House documents are controlling.
3. Unit owners will be held responsible for the actions of their tenants and guests whether the unit owner is in residence or not. If tenants or guests create a nuisance to other unit owners, the Board of Directors shall have the right to administer fines to the unit owner of \$100.00 per day per violation and to recover associated OHCA attorney fees.
4. The Ocean House Board of Directors also reserves the right to deny future occupancy to 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 unit owner has read and agrees to be bound by, and comply with the requirements of, the Ocean House Rental Policy, including timely delivery of documents to the Board of Directors as set forth therein.

The Unit Owner and the Prospective Tenant understand:

- 1) that a tenant, occupant or guest who has previously violated the Ocean House Rules and Regulations, Declaration, or Bylaws, whether cited or not, may be refused tenancy or the right to be at the Ocean House property.
- 2) that no oral tenancies or tenancies at will are allowed.
- 3) that in the event of a conflict between the Ocean House Rules and Regulations and the lease terms, the terms of the Ocean House documents are controlling.

Unit Owner:

Unit Owner's Signature: _____ Dated: _____

Unit Owner's Name: _____

Unit Owner's Phone Number: _____ Email: _____

Ocean House Unit Number: _____

Leasing Agent, if any:

Leasing Agent's Company: _____

Agent's Name: _____

Agent's Phone Number _____ Email: _____

Prospective Tenant:

Tenant's Name: _____

Tenant's Address: _____

Tenant's Email: _____ Cell No.: _____

Number of Additional Occupants, if any: Adults: _____ Children (under 18 years): _____

Names of Additional Occupants (such as ownership, rental or guest), if any: _____

Lease Start Date: _____ End Date: _____

Prior History at Ocean House, if any:

Tenant's Signature: _____ Dated: _____



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Owner/Tenant Acknowledgement Form

The Unit Owner understands and agrees to the following:

- 1) Has provided a hard copy of the “Reminders for Renters and Guests” to the Tenant.
- 2) Is aware that the Unit Owner is responsible for the conduct of his/her tenants and guests.

Unit: _____ Unit Owner Signature: _____

The Tenant understands the following:

- 1) Has read and agrees to the “Reminders for Renters and Guests”.
- 2) If a Tenant, their guest or an occupant in the rented unit engages in unlawful or offensive activities on the premises or is repeatedly in violation of the Rules and Regulations, future tenancy requests may be denied.
- 3) The Tenant understands that in the event of a conflict between the Ocean House Rules and Regulations and the Tenant’s lease terms, the terms of the Ocean House documents are controlling.
- 4) Assigning, subletting, commercial, shared, or group leases are prohibited.
- 5) 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/>.

Tenant Signature (as appears on lease contract): _____

Dated: _____

Please complete the following:

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

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

Pet: Yes ____ No ____

Pet Type: (i.e. dog or cat) _____ Breed _____



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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 **grant entry to** anyone 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 them, 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 **pets** for constitutional relief in or on common areas and lawns is not allowed.

Thank you for your cooperation! Ocean House Board of Directors