



Notice of "Owner to Owner" Arrival Form

All Unit Owners are required to complete and submit this form at least **10 days** prior to the first day of occupancy. You may submit the completed form via our website at www.cbmarcoisland.com/ownertoowner, fax to **239-642-8908**, email to frontdeskcbmarco@gmail.com, or mail to Crescent Beach office. If by mail, please allow extra days in order to ensure receipt 48 hours prior to arrival of occupant.

Failure to submit this form, fully completed, by the 48 hours in advance of arrival could result in a \$100.00 fine.

Upon arrival please "**SIGN IN**" online or at the front office. Also, you are required to "**SIGN OUT**" online **48 hours** prior to your scheduled date of departure. Weekend, holiday or after-hour arrivals can also be completed online or using the "After-hours Sign in/Sign out Sheet" located on the **clip board** in the lobby, and place it in the office **door slot**.

Your Condominium Documents state that Owners are limited to 3 Owner to Owner Leases of 30 days or less in 1 calendar year.

Per County Ordinance, the maximum allowed in CB's Pool is 24; and maximum in the Hot Tub is 4. Owners should limit the number of guests to the pool to no more than 4 that are not residing at CB.

I, _____ permit my Unit# _____ to be occupied by another Owner at Crescent Beach who resides in Unit # _____. Owner(s) name(s) _____

Owner to Owner Guests are limited to persons checked off on list below:

Please check Occupants:	Mother _____	Son-in-law _____
	Father _____	Daughter-in-law _____
	Brother _____	Aunt _____
	Sister _____	Uncle _____
	Son _____	Grandmother _____
	Daughter _____	Grandfather _____
	Stepfather _____	Stepson _____
	Stepmother _____	Stepdaughter _____
	Grandchild _____	Niece/Nephew _____

List all occupant names residing in unit: (The total number of overnight occupants is 4, regardless of number of bedrooms)

Date of Arrival: _____ Date of Departure: _____

Unit owners do not need to use a form for guest(s) if owner is in residence. Unit owner(s) agree to be responsible for, and to pay for any damage by guest(s), invitees to any building common elements or personal property owned by Crescent Beach Condominium Association (hereinafter "The Association").

Unit owner(s) hereby authorize the Association to act as the Unit owner(s) agent and hereby grants the Association full power and authority to take whatever action may be required to prevent violation by any guest(s) of the provisions of the Condominium Documents or the Rules and Regulations of the Association.

Unit Owner Allowing Use of Unit Signs Below

Accepted and Agreed to:

Date: _____ Owner Name (Printed) _____ Owner Name (Signature) _____



Owner to Owner Frequently asked questions:

1. How many days in advance do I need to give when I want to do an Owner to Owner lease?

Unit Owner to Unit Owner – the Unit Owner who has leased the Unit shall provide written notification to the Association not less than 10 days prior to the first day of occupancy.

2. For how long can I do an Owner to Owner lease?

An owner can only engage in 3 Owner to Owner Leases of 30 days or less in 1 calendar year.

3. What is the Occupancy During Lease Term?

Owner to Owner leases are limited to 4 overnight occupants, regardless of number of bedrooms.

4. What is the number of persons allowed in the pool?

Per County Ordinance, the maximum allowed in CB's Pool is 24; and maximum in the Hot Tub is 4.