

Owners:

Provide to the Management Office Prior to Leasing a Unit

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_____ Notice to re-key door (\$50 charge) Note: must be a master key lock installed by the HOA-Do NOT change the lock.
- _____ Proof of current account balance – no rental will be approved with outstanding account balances
- _____ Verification of Auto Pay for HOA Assessment
- _____ Verification of account on Town Sq
- _____ Verification of tenant access to Town Sq

Realtors:

Obtain the following from the owner:

Prior to Contacting the Management Office at the Tides at Pelican Landing

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_____ Parking space #
- _____ Visitor parking space
- _____ Mailbox #
- _____ Mailbox key
- _____ New key (re-keyed to master)
- _____ Envera gate access – management has no authority to allow access
- _____ Note: Quiet hours and trash/recycle information to prospective tenants is of utmost importance and must be emphasized with tenants.
- _____ Unit capacity (1 bedroom max-2 person; 2 bedroom max-4 persons; 3 bedroom max-6 persons) *circle one option*

Tenant:

Submit the following to the Management Office at the Tides at Pelican Landing within 5 days of move-in:

- ✓
_____ Signed copy of rules and regulations
- _____ Personal Contact information
- _____ Emergency contact information
- _____ Verification of Renters insurance
- _____ Signed Notice of Understanding