

Pebble Beach Villas, Inc.

c/o Elliott Merrill Community Management

835 20th Place, Vero Beach FL 32960

Ph. (772) 569-9853 | Fax. (772) 569-4300

www.ElliottMerrill.com

RENTAL/LEASE APPLICATION FORM

Unit-Owners desiring to lease or permit extended occupancy of their Unit are required to submit to the Association's Property Manager a fully completed lease application form. The completed application form and attachments must be legible, completed in their entirety and submitted no later than fifteen (15) days prior to the proposed onset of occupancy, and include the following:

- \$100 check payable to Pebble Beach Villas.
- Copy of executed rental agreement.
- Name and telephone numbers of three (3) personal references.

OWNER(S)' NAME(S): _____ UNIT #: _____

OWNER(S)' PHONE #: _____ OWNER(S)' EMAIL: _____

Rental / Lease From: _____ to _____

Has the applicant rented at PBV before? _____ If so, which Unit _____ and when _____

APPLICANT'S FULL NAME: _____

CELL PHONE #: _____ WORK #: _____

E-MAIL ADDRESS: _____

PRESENT ADDRESS: _____

CO-APPLICANT'S FULL NAME: _____

CELL PHONE #: _____ WORK #: _____

E-MAIL ADDRESS: _____

PRESENT ADDRESS: _____

OTHER OCCUPANTS (Please list all other persons who will be occupying the condominium):

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

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VEHICLES: PBV provides one (1) garage parking space for each Unit and one (1) space in general outdoor parking spaces. Outdoor parking spaces are marked, and all are available to all unless the Board designates in writing any other use restriction.

MAKE	MODEL	YEAR	STATE	LICENSE#
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PERSONAL REFERENCES: (Must have three) – Pebble Beach Villas is hereby authorized to contact the following (If possible, please give the names of local residents, otherwise those from your hometown...no real estate agents please).

1. Name: _____ Address: _____ Phone: _____

2. Name: _____ Address: _____ Phone: _____

3. Name: _____ Address: _____ Phone: _____

EMERGENCY CONTACT: (to be maintained by the PBV Board in case of emergency only)

NAME: _____ PHONE: _____

Rules & Regulations Agreement Form

I/we, the undersigned Applicant(s), do hereby certify that I/we have read, accepted and agreed to abide by the Pebble Beach Villas Documents and Rules and Regulations.

FALSE INFORMATION: The Applicant warrants that all information contained herein is true and accurate. Any lease application containing false information may be grounds for rejection.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

Complete application, rental agreement and check can be dropped off or mailed to our office:

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BACKGROUND CHECK CONSENT FORM

1. **Applicant's Name (please print):** _____ Date of Birth: _____

S.S. # _____ DL # _____ State _____

Current Address: _____ City _____ State _____ Zip _____

2. **Co-Applicant's Name (please print):** _____ Date of Birth: _____

S.S. # _____ DL # _____ State _____

Current Address: _____ City _____ State _____ Zip _____

Note: Convictions of misdemeanors or felony crimes DO NOT automatically drop off your records after a specified period of time. The court must be petitioned in order to have any conviction of a crime removed.

1. Have you **EVER** been convicted as a sex related crime? [] Yes [] No

2. If yes, did the crime involve force or minors? [] Yes [] No

3. Have you **EVER** been convicted of a crime involving violence or threat of violence? [] Yes [] No

4. Have you **EVER** been convicted of criminal activity in drugs or alcoholic beverages resulting in a felony? [] Yes [] No

5. Have you **EVER** been convicted of any other crime except a minor traffic violation? (Includes traffic crimes) [] Yes [] No

6. Have you been arrested within the last three years for which there has not yet been an acquittal or dismissal? [] Yes [] No

I hereby authorize Pebble Beach Villas Condominium Association to check civil or criminal records and driving records, etc. to verify any statement on this form. I hereby release all people, companies or corporations furnishing such information from liability and responsibility. I agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes.

Applicant's Signature

Date

Co-Applicant's Signature

Date

7.10.2023

PEBBLE BEACH VILLAS

PROCEDURE #7

RENTAL APPLICATION APPROVAL

BACKGROUND: Pebble Beach Villas has benefitted over many years by the presence of renters, many who have returned for several seasons, eventually buying their own Units. The procedures provided herein are provided to assure that the association can be aware of any visitors, to help assure a safe community, and to welcome guests. It is expected with the establishment of this procedure that the presence of renters will be a safe, pleasant and cordial experience for guests and owners.

APPLICABILITY: This document describes the PBV policy/procedures to be followed by the PBV Board of Directors in assessing and determining whether to approve or disapprove of any rental agreement submitted by any unit owner. The Board will only consider applications submitted that are in full compliance with the required procedures, as specified herein.

PRE-REQUISITE REQUIREMENTS FOR A UNIT-OWNER TO RENT:

A Rental/Lease Approval Application,” available on the Pebble Beach Villas Website (www.pbvillas.org/pbvillas.html), shall be submitted to Elliott Merrill (EM) at least 15 days before the rental date. A form with incomplete or incorrect information will be returned. If the form is correct, EM will notify the owner that the unit has been tentatively approved, pending an inspection by EM to assure full compliance of all required maintenance.

RENTAL CRITERIA: Units may be rented only under the following criteria:

1. A unit cannot be rented for less than one month at any time.
2. A unit cannot be rented more than three times in any calendar year.
3. A unit cannot be rented to anyone with pets.
4. A unit cannot be rented to those with children under the age of sixteen (16).
5. Units rented are restricted to four (4) persons in two-bedroom units and six (6) persons in three-bedroom units.
6. Units rented must be in full compliance with all PBV maintenance requirements as specified in the PBV By-Laws, PBV Rules & Procedures, and PBV Unit Maintenance Procedures.
7. To rent a unit, Unit-Owners must be current in all dues, penalties, late charges and assessments.
8. To participate in a rental program a Unit-owner must request an inspection by Elliott Merrill (EM) before the rental season commences as specified above.

PROCEDURES:

1. All unit owners desiring to rent their units for a minimum of one month to a maximum of six months must complete the Rental Form, available on the PBV web site and submit the form to the PBV Property Manager, Elliott Merrill, at least 15 days prior to the expected effective date.

2. The PBV property manager staff will review the form for completeness and compliance with the requirements for submission. Any form that contains incomplete or incorrect information will be returned to the unit owners for corrections and re-submission.
3. Upon the acceptance of the rental form by the property manager, the submitted rental form will be forwarded to the "PBV Lease/Rental/Sales Committee". This committee has been authorized by the Board to evaluate all such applications.
4. The Committee shall review the submitted application for approval or rejection of the application form.

APPROVAL:

- a. If all information is complete and the Committee is able to determine that there are no objections to the request, the Committee shall provide notice thereof to the Property Manager staff, who shall notify the unit owner that the rental has been tentatively approved, pending a satisfactory inspection by the Property Manager if an inspection has not been previously completed.
- b. If the Committee determines that the application is deficient or additional information or compliance is needed, the committee shall provide such information to the Property Manager for follow up with the owner and the step above shall be repeated, as necessary.

REJECTION:

- a. If the Committee REJECTS the rental, the Committee shall provide feedback to the owner through the Property Manager, and the decision will be final.
- b. If the unit owner appeals a disapproval of the rental, the board shall have no obligation to reconsider the appeal.
- c. All rental applications shall contain a specific statement that reads as follows: "THE UNIT-OWNER AND RENTER ACKNOWLEDGE AND ACCEPT THAT FOR THE ENTIRE DURATION OF THE RENTAL THEY SHALL HAVE READ AND SHALL REMAIN IN FULL COMPLIANCE WITH PBV RULES AND REGULATIONS". The owner and renter accept that the Board in its sole discretion has the full authority to terminate any rental agreement where the requirements of PBV are violated.

RENTERS' ENTRANCE TO PBV PROPERTY. All renters are required to register/sign in at the Clubhouse within three (3) hours of arrival. The Registration Book shall be filled in completely and signed by the renter. Renters must also obtain a Parking Pass from the Clubhouse when registering.

Warning: Renters who enter the PBV Property without prior approval may be evicted and Unit-owners are subject to fines and other authorized actions that may be taken by the Board.

NOTE: THE PBV REQUIRED RENTAL FORM IS AVAILABLE ON THE PBV WEBSITE: WWW.PBVVILLAS.ORG

END

