



## **Rental Rules for Rental Agents Leasing at Ocean Pines**

*All rental agents leasing units at Ocean Pines must follow these rules*

1. Rentals cannot be less than thirty (30) days for owners who have owned the unit prior to May 8, 2023. Owners who purchased their units after cannot rent for less than three (3) months and must wait a period of one year after purchase of the unit to start leasing.
2. Tenants must be provided a copy of the **current** Rules and Regulations for Tenants when they are given the registration form. They should be instructed to read the rules completely before signing the registration form.
3. All rentals require a criminal background check of tenants who have not leased at Ocean Pines in the past. The criminal background check is run and paid for by the owner or rental agent.
4. Rentals require Board Approval. Owners/and or rental agents should submit the required paperwork **to Celeste Van Ewyk** (321-427-1512) at [jvanewyk@cfl.rr.com](mailto:jvanewyk@cfl.rr.com) at least thirty (30) days before the tenant takes occupancy of the unit. There will be a fee for the paperwork to be processed. The paperwork includes:
  - a. Rental Registration form – completed and signed by the tenant
  - b. A copy of the Lease (dollar amounts can be blacked out)
  - c. The Criminal Background Check Verification Form
5. A copy of the **current** Rules and Regulations for Tenants and Guests **should always be kept** in any unit that is being rented.
6. The number of people staying in the unit must follow the governing documents – no more than four (4) allowed in a two-bedroom unit and no more than six (6) allowed in a three-bedroom or penthouse unit.



7. The unit can only be **rented to one family** and cannot be split among extended family and/or friends.
8. Tenants **cannot sublease or loan** out their rented unit to anyone.
9. All guest(s) who stay overnight, regardless of the time period, must be listed on the registration form.
10. Any tenants bringing a dog in the capacity of an assistant animal must complete our paperwork, turn it in, and receive an approval letter **before** bringing the dog on property.
11. Tenants cannot bring more than two cars.
12. The Association **must be notified if a lease has been cancelled or extended.**
13. Extensions are only allowed if the original tenant still continues to stay in the unit, otherwise it is a new lease and requires a new form.