

# *The President of Palm Beach*

## **209 Rental Rules and Conditions**

President of Palm Beach Condominium Owners (“Owners”) can request to rent unit 209 for family and friends (“Guests”), to stay in during both the peak-season (December 1 to April 30) and in the off-season (May 1 to November 30), subject to the rules and conditions set forth below. **Only Owners are permitted to rent 209 for family and friends.**

### **Peak-Season Rental Period (December 1 – April 30):**

1. Owners must be in residence at the President the entire length of their rental agreement while their Guests stay in 209.
2. Every year starting on September 1, a peak-season 209 rental calendar will be open for sign up. Owners will be notified over e-mail about the start of the calendar and its closing on October 31.
3. Owners must sign-up through **e-mail** to Management.
4. Owners may only sign up for a minimum of one week or for a maximum of two weeks at \$200.00 per night during peak season – no split weeks. Weeks do not need to be consecutive.
5. Check-in is Friday at 4:00pm, check-out the following Friday at 11:00am. This will allow time for cleaning and preparing for the next Guest.
6. Scheduling will be on a first-come, first-served basis and documented by e-mail request. No phone, text or in-person requests will be accepted.
  - a. If you plan on submitting a request on Sept 1, please state if you want one or two weeks and more importantly, please rank your weeks with first choice, second choice, etc.
  - b. Should there be 2 or more owners requesting the same week, within the first 24 hours of the open calendar, names will be placed in a hat and the owner’s name that is drawn from the hat will be the

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one that secures the 209 unit for that week. The other owner will look to be granted their 2<sup>nd</sup> choice.

7. Owners may request to be waitlisted for their desired dates, if already taken and will be notified about all cancellations.
8. If there are any weeks available after the calendar close on October 31, owners may rent any open/available weeks, even if they have already secured two weeks. The calendar will effectively remain open until all weeks have been rented.

### **Off-Season Rental Period (May 1 to November 30):**

1. Owners may sign up to rent 209 in the off-season at any time during the rental year.
2. Owners must sponsor Guests to stay in 209 in the off-season and do not need to be on property. The owner is required to complete and submit a rental application with the office.
3. Owners may rent for a day and/or up to a maximum of 6 months @ \$150.00 per night in the off-season.

### **Rental Conditions:**

1. The owner's rental requests will only be valid for one year.
2. Owners are prohibited from assigning their reservation/weeks to another Owner.
3. Only Owners are allowed to rent 209. Additionally, if an Owner is renting their unit during peak season, they are not permitted to rent 209 during the time they are renting their unit.

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4. Owners are allowed only four (4) Guests to stay in 209 per rental agreement. Guests that have adults plus children that exceed four (4) will need permission and approved at Management discretion.
5. No animals, except support animals, are permitted. All animal service documentation must be received by Management no later than 30 days prior to the rental. All documentation must be approved by Management prior to the commencement of the rental. If documentation is not approved the service animal is not permitted.

### **Rental Agreement:**

1. Owners must sign a rental agreement with Management when rental dates for their Guests are scheduled. The rental agreement will be e-mailed for signature within 3 days and must be returned within 10 business days along with full payment to secure the unit.
2. Owners are responsible for the rent and any damages caused by their Guests. Owners will be charged the expenses for correcting damages including an additional cleaning fee if the unit requires extra hours for the cleaning staff.
3. Guests must follow condo rules.

### **Fees, Cancellation and Refunds:**

1. Owners must pay the entire rental fee, tourist taxes and cleaning fees upon signing the rental agreement.
2. Owners' rental period will not be guaranteed until the signed rental agreement and payment of all fees is received by Management.
3. If an Owner needs to cancel a scheduled rental of 209, the rental fees will only be refunded if another Owner (waitlisted or

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otherwise) can be found. All residents will be notified via e-mail of the vacancy.