

seascape

Rental Unit OWNER PACKET

Provided by:



HOMEOWNERS
ASSOCIATION

with input from current & former
rental unit owners at Seascape

ABOUT THIS PACKET FOR RENTAL UNIT OWNERS

Whether you have been renting your unit for years or are just getting started and whether you use a **rental management company** or **self-manage your unit**, this packet was created primarily to help you provide accurate **information about Seascape to your short-term vacation rental guests**.

This packet is divided into the following parts:

Part 1: Providing Accurate Infor to your Rental Guests

Part 2: Selecting a Rental Management Company

Part 3: Other Things to Consider

Part 4: Resources for Rental Unit Owners

Part 5: Worksheets Available to Rental Unit Owners

The first section outlines info to provide to your rental guests. The second section is designed to help rental owners evaluate various rental management companies. The third section includes additional things to consider, such as providing your guests with vehicle passes and preparing for hurricane season. The fourth section includes helpful resources, such as important websites and community groups. The last section displays the editable worksheets that are available for all rental unit owners to customize and provide to rental guests.

Additionally, throughout this packet there will be suggestions of specific information about your unit for you to gather and/or various decisions for you to make about your rental unit. To help you keep track of this information, blank fields and worksheets are included for you to input the data.

This packet is **provided as a courtesy** by the Seascape HOA office and Seascape HOA Board and is **not intended to provide legal, financial, rental management or other professional advice** pertaining to the operation of your rental unit. If you have specific questions about your rental unit, it is recommended to **seek guidance from professional service providers**.



Here is the URL to access an electronic version of this packet: tinyurl.com/Y2OUBYGK

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Part 1:

Providing Accurate Info to Rental Guests



GATHER INFO ABOUT YOUR RENTAL UNIT AT SEASCAPE



If you **rent your unit** or are thinking about renting your unit, make sure your **rental guests have all the info they need about Seascape**, know how to **access your rental unit**, and have the appropriate phone number to reach you or your rental management company.

On any given weekend in the Seascape HOA office, you can typically observe several **rental guests trying to figure out how to get into the unit they rented**. These are renters that rent units throughout Seascape (golf villas) and not just in Ariel Dunes. When this happens, the Seascape HOA office staff will kindly mention to the guests that they need to contact the rental management company or unit owner they rented the condo through in order to obtain the access code for the unit they rented. Some often say they've already tried the phone number for the rental company but got a voicemail, but most **renters typically don't know off-hand the name of the rental company**. And many other renters responded that they rented through "Booking.com" and didn't know who to contact. An experience like this is not exactly an ideal way to start a vacation.



Having **rental guests who are confused and/or frustrated** diminishes their experience visiting Seascape and renting your unit. And it also takes up time/resources of security and/or HOA office staff. Therefore, if you rent your unit or are considering doing so, it's always good practice to double-check **your communication with your rental guests** to make sure you or your rental management company are providing accurate and helpful information.

Each unit at Seascape is unique, and as such, certain things are handled differently from one building to the next and from one area to another. Outlined below are a few things for you to gather pertaining to your unit – **all of which will be essential to provide to your rental guests**.

1. Full Unit Address

- List the **full address** for the unit, including the street address (including building number) & unit number.
- Refer to the chart on the next page for the proper address format for your unit.



GATHER INFO ABOUT YOUR RENTAL UNIT AT SEASCAPE – CONT.

2. Directions to your Rental Unit

- Include turn-by-turn directions on how rental guests can easily find your unit at Seascape.
- Suggest which gate entrance (north gate or southeast gate) is most convenient to enter when staying in your rental unit. Mention that rental guests should avoid using the SW gate, which many GPS devices will try to take them through, as this gate is only for automated entrance. It can be used by anyone who has both a decal and an RFID tag.
- More info is provided in a separate packet ('Visit Seascape') regarding general directions to specific buildings (Ariel Dunes, Majestic Sun, The Grove, etc.) and areas (Tennis Village, Golden Pond villas, etc.), with one page featuring each building/area. **Click the following link to access this VISIT SEASCAPE packet:**
<https://tinyurl.com/vy8jwkdb>



3. Contact Info for your Rental Company

- List the contact info for you or your rental management company.
- Include a number your rental guests can call 24/7, as well as a backup number.
- Also, provide an email address to your rental guests.
- A worksheet called 'Important Contact Info for Visitors' is provided in the last section of this packet.



4. Arrival / Departure Procedures & Other Specifics Pertaining to your Unit

- Explain the **check-in process** for your rental unit, such as check-in time, check-in location, how to obtain door codes, where to find luggage racks, etc.
- Make sure your rental guests understand the **HOA office is NOT a check-in desk, NOT an information desk, and NOT a luggage storage area.**
- Do **not offer early check-in** unless your unit will **for sure be ready** early for your rental guests.
- Outline the **check-out process**, such as what time guests need to vacate the unit, what to set the thermostat to when they leave, etc.
- Provide **other information to your rental guests regarding the general care of your unit.**
- Sample worksheets are provided in the last section in this packet.



GATHER INFO ABOUT YOUR RENTAL UNIT AT SEASCAPE – CONT.

5. Vehicle Passes for your Rental Guests

- Explain that **all vehicles at Seascape must display a valid vehicle pass and the pass must be filled out completely.**
- Describe how your rental guests will obtain a vehicle pass from you or your rental company and/or where they can find the vehicle pass.
- Mention how your rental guests can obtain additional vehicle passes, if needed.
- More info is provided in this packet about vehicle passes for your rental guests.



6. Pools your Rental Guests can Access

- Identify which pools your **rental guests can access.**
- Make sure rental guests understand that pool bands are to be left in the unit.
- More info is provided in the **VISITOR PACKET** about pools and pool rules.



7. Trash Disposal for your Rental Unit

- Identify where **trash bins/chutes are located for rental guests** in your unit.
- State what day(s) trash is picked-up, if applicable.
- More info is provided in the **VISITOR PACKET** about trash pick-up at Seascape.



8. HOA's CCRs (Covenants, Conditions, Restrictions)

- Provide your **rental guests** with a copy of the HOA's CCRs so your rental guests understand the rules and policies at Seascape.
- The HOA's full CCRs can be accessed via this link: tinyurl.com/YZERZOKG.
- Keep in mind that **landlords (rental unit owners) within an HOA are responsible for ensuring that their tenants (rental guests) follow the association's rules.** To prevent rule violations and potential fines, rental unit owners should provide copies of all HOA policies and rules. For more information, Google the following: "**Florida HOA owner responsible for renter**" and read this article: www.neighborhoodlink.com/article/Association/hoa_landlord_tennant_responsibilities.



PROVIDE RENTAL GUESTS WITH FULL STREET ADDRESS & UNIT NUMBER

It is important for rental unit owners at Seascape to provide rental guests with the full street address and unit number so your guests can get to your unit efficiently. If you own in a named building (like Ariel Dunes I), providing that may also be helpful.

The full address for every unit at Seascape includes two parts:

- 1) Street address (include the building number)
- 2) Unit number

Missing one of these two parts can make it difficult for your rental guests to find your unit at Seascape. As you know, this difficulty can lead to frustration – and this is no way you want your rental guests to start their vacation.

The table below displays the correct way to format full unit addresses for each unit at Seascape. Please note that this is the official 911 address in case of emergency.

Building Name		Full Unit Address Format*
Ariel Dunes I		112 Seascape Blvd, Unit #
Ariel Dunes II		122 Seascape Blvd, Unit #
Majestic Sun	A Bldg.	1160 Scenic Gulf Drive, A Unit #
	B Bldg.	1200 Scenic Gulf Drive, B Unit #
The Grove		[Building #] The Grove Drive, North, Unit # (Ex: 56 The Grove Drive, North, Unit 111)
Wyndham		77 Seascape Blvd, Unit #
Villas **		[Building #] Street Name, [Unit #] (Ex: 123 Sandpiper Bay, Unit 6F)



* All units utilize the same city, state, zip: “**Miramar Beach, FL 32550**”

** Villas include: Lakefront, Boardwalk, Golden Pond, Triangle, Tennis Village, and other Golf Villas

Enter the full address for your rental unit in the space below.

My Unit Address	_____, Unit #_____ Miramar Beach, FL 32550
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Note: A map containing all the street names in Seascape appears in the very last section in this packet to help you identify the street address for your unit.

SEASCAPE NEIGHBORHOOD MAP

Use the map below to identify the neighborhood for your unit at Seascape. The nine (9) villa neighborhoods are in orange, and the four (4) high-rises are in purple. The Grove, currently under construction, is indicated in blue. Mentioning the neighborhood where the unit is located can often help rental guests easily locate the unit.



Additionally, each Seascape neighborhood is featured in the Visit Seascape packet.
Link to view the Visit Seascape informational packet: tinyurl.com/YY8JWKDB

SUMMARY OF WORKSHEETS FOR RENTAL UNIT OWNERS



These worksheets are provided as a courtesy to rental unit owners at Seascope. Go to the link listed at the bottom of this page to access these **editable worksheets to customize** for your rental guests. **Copies of the worksheets are also provided in the last section of this packet.**

Worksheet	Description
#1: Arrival / Departure Procedures	▪ This worksheet is provided for rental unit owners to fill in the blanks pertaining to the arrival and departure procedures specific to your rental unit, such as the check-in time and where to check in, etc. ▪ It is recommended to provide this info to your guests at least a few days prior to their arrival.
#2: Seascope Map with Street Names	▪ A Seascope map is included that lists all the street names in Seascope. ▪ Position the green star in the worksheet to identify the exact location of your rental unit
#3: Other Info Pertaining to This Rental Unit	▪ This worksheet enables rental owners to provide additional info to rental guests pertaining to the rental unit, to include basic Dos & Don'ts at Seascope as well as where to find stuff.
#4: Important Contact Info for Visitors	▪ This worksheet summarizes the important contact info rental owners should provide to rental guests. ▪ There are spaces for rental owners to complete, such as the rental address and the rental management company contact info.

Link to access these Worksheets: tinyurl.com/Y2OUBYGK

Part 2:

Selecting a Rental Management Company



LIST OF LOCAL VACATION RENTAL MANAGEMENT COMPANIES

There are dozens of local companies providing vacation rental management services to units at Seascope. It is recommended to **select a few companies to interview** so you can **determine which company best meets your needs**. Sample questions to ask potential rental management companies can be found on the next pages.

A partial list of companies **managing five or more vacation rental units at Seascope** (registered as of January 31st in the current year with the HOA Office) is shown below in alphabetical order. The estimated number of units each company manages at Seascope is also included. This list is **provided as a courtesy** and is surely not a complete list of companies doing business in Seascope or within our general area. **This list is for informational purposes only, and no company or service is specifically endorsed or recommended by Seascope HOA.**

Rental Management Company Name	Phone	Estimated # Units Managed
3D Beach Rentals, LLC	251-402-5884	11 – 50 units
Best Beach Getaways	850-424-5150	5 - 10 units
Compass Resorts	850-269-1005	5 - 10 units
Destin Beach Realty	850-650-0088	11 – 50 units
Destiny Beach Properties	850-424-3391	5 - 10 units
Emerald Coast Vacation Rentals	850-837-6100	5 - 10 units
Forever Vacation Rentals	850-424-4054	11 - 50 units
Glass Casa Vacation	850-391-2389	11 – 50 units
My Vacation Haven	850-608-6115	11 – 50 units
Ocean Reef Resorts (high-rise rental units only)	850-837-3935	50+ units
Real Joy Vacations	850-974-0974	11 – 50 units
Russell Vacation Rentals	888-318-0022	5 - 10 units
Seascope Resorts, Inc. (SRI)	850-269-1182	50+ units
Southern Vacation Rentals	850-837-3937	11 – 50 units
Turnkey Vacation Rentals	888-512-0498	5 – 10 units
Vacasa	850-307-3216	11 – 50 units
VIP Realty Destin	850-650-0448	5 – 10 units

Note: An alternative to a rental management company is to **self-manage your rental unit** and list it on VRBO.com or other similar sites.

SAMPLE QUESTIONS TO ASK POTENTIAL RENTAL MANAGEMENT COMPANIES

The following questions are provided to help rental unit owners at Seascapes to **determine which company offers the best program for managing your rental unit**. The questions are separated into the following basic categories: 1) financial, 2) reservations, 3) owner, 4) usage & 5) rental company. If you opt to self-manage your unit these questions may help you think through various scenarios.

FINANCIAL – Related Questions	Rental Company #1	Rental Company #2
1) What GROSS RENT amount during peak season can I expect my condo to generate? (Peak season is typically Memorial Day – Labor Day)		
2) What are the average NIGHTLY rates during peak season (summer) for my condo? ▪ How are nightly rates determined? ▪ Will the rental company offer DISCOUNTED RATES to rent my condo in peak season? If YES, ask if there is an <u>option to be excluded</u> from offering discounts during peak season. ▪ Will the rental company offer GROUP DISCOUNTS for my unit during peak season? If YES, ask if there is an <u>option to be excluded</u> from offering group discounts during peak season.		
3) What is the rental company's PAYMENT structure? How much would I pay the rental company to manage my unit each year? ▪ Commission-based (____% of gross rent)? ▪ Flat fee amount?		
4) What FEES does the rental company charge to rental guests ? ▪ Cleaning Fee: \$_____ ▪ Admin / Processing Fee: \$_____ ▪ Resort / Amenities Fee: \$_____ ▪ Vehicle Pass Fee: \$_____ ▪ Other Fee(s): \$_____		
5) Will the rental company charge the \$10 amenity fee / PER VEHICLE FEE to the rental guests? ▪ If NO, who will pay for it? ▪ Will the company provide rental guests with proper vehicle passes for all vehicles and how are the passes provided to rental guests? ▪ How does a rental guest obtain additional vehicle passes if they need more than the # provided? ▪ Will you limit the # of vehicle passes per unit?		

RESERVATION – Related Questions	Rental Company #1	Rental Company #2
6) What would be the MINIMUM # DAYS per reservation to rent my unit? Ask if there is an <u>option to set a minimum</u> number of days for your unit (5 days, 7 days, etc.).		
7) What is the MINIMUM AGE to rent my condo? Ask if there is an <u>option to set a minimum</u> age requirement for your unit (25 years, etc.).		
8) Will the rental company permit rental guests to bring PETS into my unit, including service pets? - If yes, ask if you have the <u>option</u> to designate your unit as PET-FREE. - If your unit is pet-free AND a rental guest brings an unapproved pet, ask what steps the rental company takes to remove the pet from the unit, such as transferring them to a different unit.		
9) What happens if a rental guest VIOLATES the rental agreement (pets, smoking, # occupants beyond capacity, etc.)? Would the rental management company evict rental guests, if necessary?		
10) What happens if a rental guest VIOLATES a Seascope HOA policy and the HOA fines my unit or fines me since I'm the unit owner and responsible for the guests in my unit? Will the company REIMBURSE the FINE?		
11) What AMENITIES / PERKS does your company offer to rental guests ? Ask if there is a charge to the owner or renter for the amenities / perks.		
12) How does the rental company keep track of POOL WRIST BAND quantities in my unit? Will you charge the rental guests for lost / unreturned pool bands? If yes, ask how much.		

OWNER – Related Questions	Rental Company #1	Rental Company #2
13) What SERVICES does the rental company offer to the condo owner ? - Linen service? - Inventory replacement? - What happens if any items are damaged or stolen from my condo? What is the process to identify and replace the items?		

14) Does the rental company require a Kaba lock ? ▪ If yes, ask if there is a monthly charge to the owner for this service.		
15) Will the rental company do an ANNUAL INSPECTION and list recommendations for improvements to my unit (paint walls, replace carpet, do various repairs etc.)? ▪ What happens if I don't want to comply?		
16) How does the rental management company handle REPAIRS to my unit (such as the AC unit, fridge, faucet leaks, toilet leaks, etc.)? ▪ Would I be able to pre-approve repair work before it's scheduled?		
17) In the event of a storm or HURRICANE , will the rental management company bring my outdoor patio furniture INSIDE my unit?		

USAGE – Related Questions	Rental Company #1	Rental Company #2
18) How often can I USE my condo ? ▪ What is the process for me to reserve my unit? ▪ What cleaning fee amount will I have to pay each time I use my condo?		
19) Does the rental company request condo owners to set aside any # of days for the rental company to use at no cost? ▪ If yes, ask if there is an <u>option</u> to opt out.		

RENTAL COMPANY – Related Questions	Rental Company #1	Rental Company #2
20) How many condo units does the rental company currently manage on Seascape property ?		
21) Please provide a few names of owners of properties you manage for REFERENCE .		
22) What makes the rental company's rental program BETTER than others?		
23) Who would be the PRIMARY CONTACT for me while your rental company is managing my unit? ▪ Name, title/position, phone, email, etc.		
24) What is entailed to SWITCH rental companies? ▪ How much advance notice is required if I want to cancel the contract?		

Part 3:

Other Things to Consider About Rental Units



VEHICLE PASSES FOR YOUR RENTAL GUESTS

All rental guests at Seascapes are required to purchase & display a valid vehicle pass while on the premises, whether driving or parked. Vehicle passes are required for ALL vehicles, including motorcycles, scooters, mopeds, scoot cars, golf carts, etc. **NOTE: ALL fields on the vehicle passes must be completely filled out.**



Rental unit owners are responsible for making sure all rental guests have a valid vehicle pass. Please take a few minutes to determine how you'll purchase and provide vehicle passes for your rental guests. If you are using a rental management company, that company will typically handle providing vehicle passes to your rental guests. Make sure your rental management company is familiar with how to obtain vehicle passes from the HOA office. If you are operating as a VRBO, then you'll need to handle the vehicle passes yourself.

Make sure both you and your rental management company are familiar with the following:

- Vehicle passes are **single-use passes** (one per vehicle) and cannot be shared.
- Short-term vehicle passes are valid for the **duration of the stay** with a **maximum allowed duration of 15 consecutive days** per short-term vehicle pass.
- **ALL fields on the vehicle passes must be completed.** Fields on the vehicle pass include the following: building/unit #s, arrival/departure dates, vehicle tag/state.
- Advise your guests that the front of the vehicle **pass must be visible at all times inside the vehicle** while the vehicle is on the property. Vehicle passes should be **hung from the rearview mirror** or placed on the dashboard on the driver's side.
- As stated on the front of the vehicle passes, failure to accurately complete the vehicle pass fields will result in a **\$25.00 ticket**. Other violations of HOA parking and traffic rules may result in other fines.
- Recreational vehicles, trailers, and all other oversized vehicles owned by owners, rental guests, and other visitors are **not permitted** at Seascapes overnight. (Owners are not permitted to park these at Seascapes unless they have obtained prior authorization for a special circumstance.)
- **Form #25-07: Property Manager Form** is what rental companies will complete to purchase vehicle passes, along with pool band purchases for rental guests in the HOA office. **Form #25-02** is the form you should use if you are obtaining vehicle passes for your rental guests yourself.



For information on **current vehicle pass rates**, please review the current Amenity Fee Price Sheet, which can be found here: tinyurl.com/YZERZOKG.

Note: **If you self-manage your unit**, such as VRBO, and do not reside in the Destin area, you will need to make arrangements for your rental guests to obtain their vehicle passes, such as coordinating with your **cleaning service to leave passes in your rental unit**. Sending your rental guests to the HOA office to purchase their own vehicle passes is discouraged and may result in an extra processing fee.

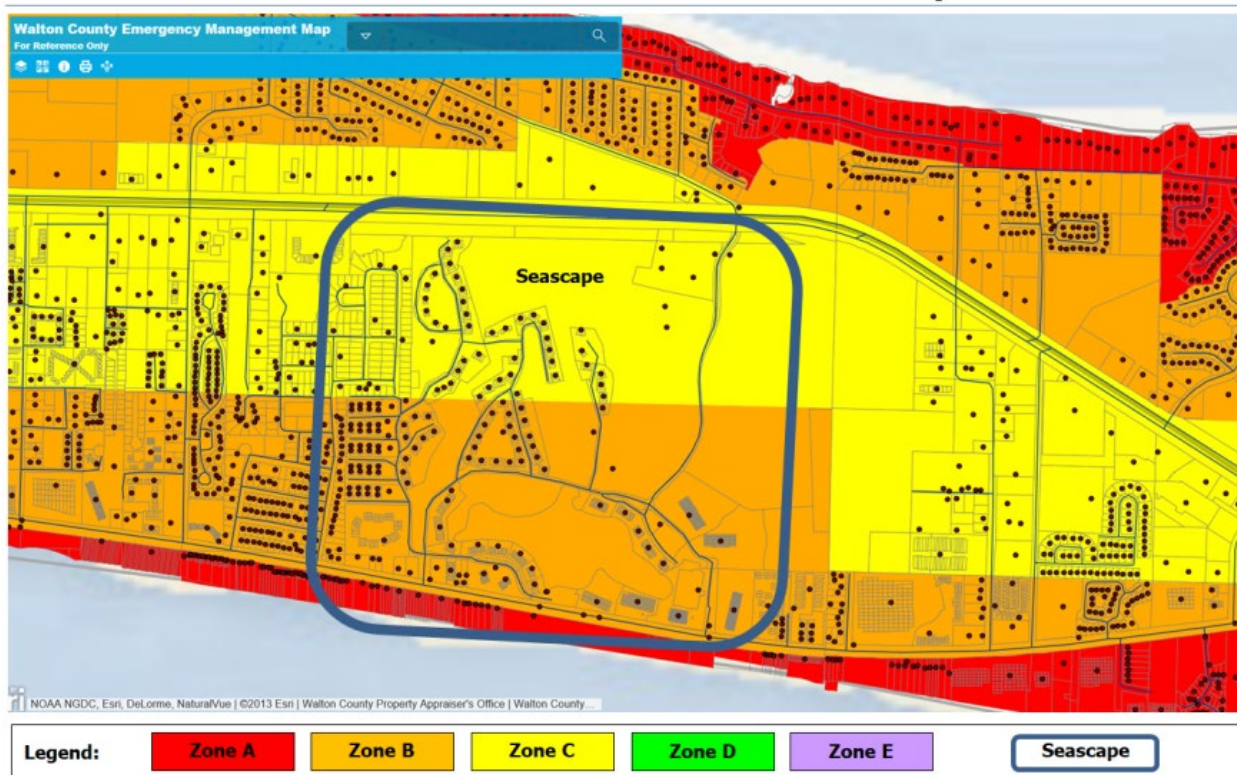
EMERGENCY PREPAREDNESS (HURRICANE PREP)

Rental unit owners should ensure their rental guests are aware that hurricane season begins June 1 and lasts through November 30. Seascape is located in an area where the threat of tropical storms and hurricanes is very real. Owners are encouraged to take time now to **evaluate your emergency readiness plan** so that you and your rental guests are more prepared for the next storm!



Walton County utilizes a 5-zone color-coded evacuate zone map. Seascape is located in Zones A, B, & C. Refer to the image below.

Evacuation Zones in Walton County



Make sure your rental guests understand that all local bridges will close when winds are sustained at 40 mph. “Sustained winds” mean that for at least one minute straight, during a two-minute period, winds stay at 40mph or more. The determination for closure of bridges is made by the Florida Department of Transportation and Local Law Enforcement based on current conditions. Bridge closures are NOT scheduled as the closures are based on wind speed. Little to no warning could be issued due to the fast-changing nature of weather systems. The Florida Dept. of Transportation will always work diligently to reopen bridges ASAP.

EMERGENCY PREPAREDNESS (HURRICANE PREP) – CONT.

Mandatory Evacuation

The Seascope HOA Office will notify all owners, via mass email, when a mandatory evacuation notice is issued to zones within Seascope. **All unit owners at Seascope, including rental unit owners, are responsible for making sure all personal items (patio furniture, etc.) are removed from patios and balconies.** If you are not local, make arrangements for your personal items and furniture to be cleared from your outdoor space, such as your rental management company, your Phase association manager or a neighbor.



Re-Entry after a Mandatory Evacuation

In the event Seascope has a mandatory evacuation, there are basic re-entry procedures Walton County will implement. **Please be patient, as access to South Walton and Seascope may be restricted immediately after the storm.** Emergency response and damage assessment operations after the storm must be completed before the general public can be allowed back into the area. The Clyde B. Wells Bridge (US 331) will remain closed until inspections by the Florida Department of Transportation deem it safe for travel.

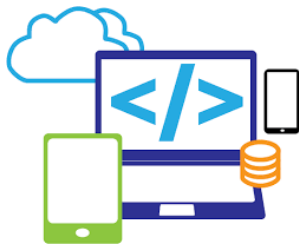
Upon re-entry immediately following a storm, it is recommended for all Seascope owners to have with them **proof of their residency** such as a driver's license with a Seascope address. **If your primary residence is elsewhere, you will need to provide additional documentation proving ownership of your condo (deed, utility bill with local service address, etc.).**

Emergency Preparedness Resources

Walton County Emergency Management (WCEM)	▪ Facebook Page: https://www.facebook.com/WaltonCountyEM/ ▪ Website: www.waltoncountiem.org, Twitter: @WaltonCountyEM ▪ NOTE: It is highly recommended to “like” Walton County Emergency Management on Facebook. The WCEM Facebook Page provides real-time storm updates specific to Walton County. WCEM responds quickly to user questions and provides clarification when necessary.
National Hurricane Center	▪ http://www.nhc.noaa.gov ▪ Monitor the latest storm projections from the NOAA National Hurricane Center.
US National Weather Service Tallahassee Florida	▪ http://www.weather.gov/tae/
Florida State Emergency Response Team (SERT)	▪ http://www.floridadisaster.org

Part 4:

Resources for Rental Unit Owners



VISITOR PACKET – PROVIDED BY SEASCAPE HOA

The Visitor Packet was created primarily to provide accurate information about Seascape to all visitors, but especially to short-term vacation rental guests. The Visitor Packet is designed for rental owners to be able to distribute to rental guests prior to their trip and/or print a paper copy to leave in your rental unit for your vacation rental guests to view during their stay.



The Visitor Packet is divided into the following sections:

- **Section 1:** Things for Visitors to Learn Prior a Trip to Seascape
- **Section 2:** About Seascape (Amenities, etc.)
- **Section 3:** Resources for Seascape Visitors, Renters & Guests
- **Section 4:** Seascape Maps

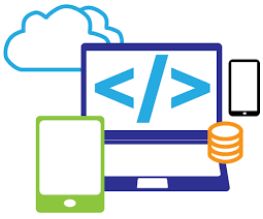
The first section suggests specific things visitors should try to learn prior to their trip to Seascape, such as what to expect upon arrival at Seascape, where to find vehicle passes, etc. Much of this information mirrors the Worksheets that rental owners can complete and provide to their rental guests.

The second section provides basic information about Seascape in general, including amenities at Seascape. The third section focuses on providing accurate info and resources to visitors, renters, and guests about Seascape policies in general and where to find relevant things such as the Wi-Fi password.

The last section contains a few Seascape maps – to help visitors locate the various neighborhoods within Seascape as well as the charcoal grill locations.

Link to access the Visitor Packet: tinyurl.com/Y4Q95W2Q

ONLINE RESOURCES



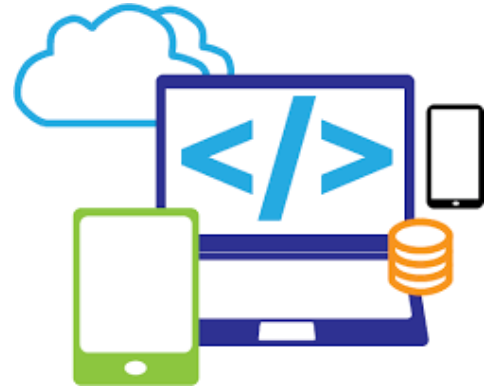
These resources are **provided as a courtesy** to rental unit owners at Seascope. If you have questions or need additional information pertaining to your rental unit, please contact your rental management company and/or the appropriate entity listed below.

Tangible Personal Property Tax	▪ Link: http://www.waltontaxcollector.com/services/property-taxes/tangible-personal-property-tax
Walton County Tourist Development Tax	▪ Link: https://www.touristtax.com/Walton/ ▪ All rental units at Seascope must register with the Walton County TDC and file monthly returns. ▪ For more info, contact <i>Walton County Clerk of Courts and County Comptroller</i>, Tourist Development Tax: ▪ Address: 31 Coastal Centre Blvd., Suite 500 Santa Rosa Beach, FL 32459 ▪ Phone: 850-267-2040, 850-622-7891 ▪ E-Mail: touristdevelopmenttax@waltonclerk.com
Florida Dept. of State, Division of Corporations	▪ Link: https://dos.myflorida.com/sunbiz/
Florida Department of Revenue	▪ Link: dor.myflorida.com/dor/

COMMUNITY WEBSITES

1. VisitSeascape.com Website

- Website provided by the Master HOA at Seascape
- **Beaches** - Includes info on the beach & amenities that are available there as well as on restaurants located on the beach for your enjoyment
- **Pools** - Explains the pools available to all vs. which are private to certain buildings. It also contains information on which pools are heated and have kiddie or zero entry pools
- **Pickleball / Tennis** - Here is where you can find out about the type, locations and access to the pickleball and tennis courts at Seascape.
- **Contact Link** - You may click on this link to contact us directly through the website and it also offers the link to email us at info@VisitSeascape.com
- **Gallery** - This offers plenty of aerial view photos of the property



www.VisitSeascape.com

2. Community Groups on Facebook

- Take a look on Facebook and you can find a number of community FB groups related to Seascape which may be helpful as a rental unit owner, such as ***Seascape Rentals, Visit Seascape, Seascape Pickleball & Tennis, Seascape Vendors*** to name a few.
- Note: The Facebook groups are independent community pages and have no affiliation with Seascape HOA or the Seascape HOA Board of Directors.



Part 5:

Worksheets

Available to

Rental Unit Owners



Link to access an editable version of these Worksheets:
tinyurl.com/Y2OUBYGK



WORKSHEET: ARRIVAL / DEPARTURE PROCEDURES

Thank you for renting this unit – we hope you enjoy your stay at Seascope. The full address for this unit is listed below. Directions are featured in a separate packet ('Visit Seascope') based on the building/area in which this unit is located.

Rental Unit Address	_____, Unit #_____ Miramar Beach, FL 32550
Building / Area	



We've compiled info to simplify checking into our rental unit. The basic arrival and departure procedures for this rental unit are outlined below.

CHECK-IN Process	
Check-In Time	_____ PM
Check-In Location	
How to obtain a Door Code	
Where to Find Vehicle Pass(es)	
Where to Find Wrist Bands	



CHECK-OUT Process	
Check-Out Time	_____ AM
Set Thermostat	Summer AC: _____ degrees Winter Heat: _____ degrees
Other Info	



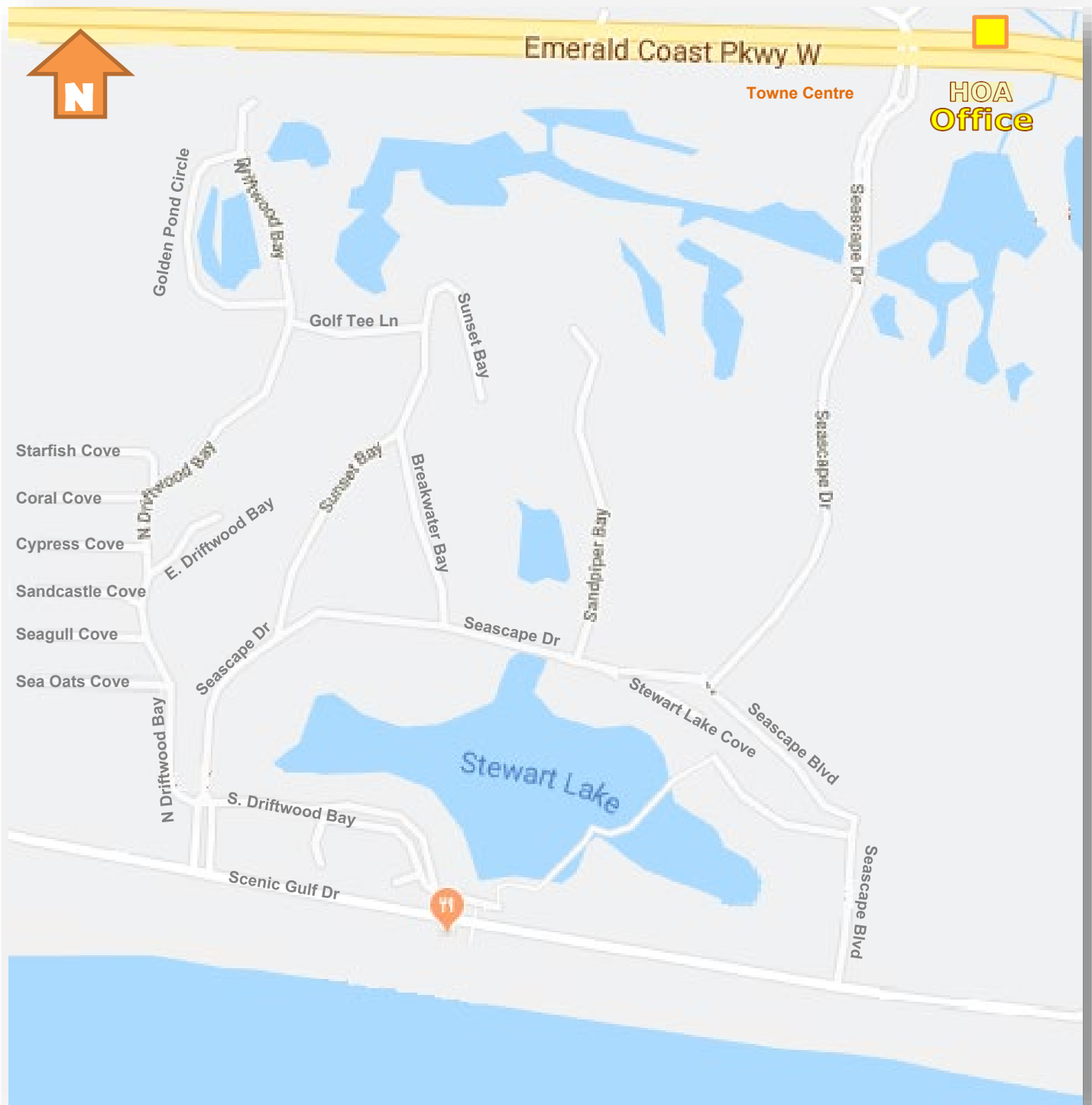
QUESTIONS Regarding Arrival / Departure	
Rental Mgt. Company	
Phone Number	() -





WORKSHEET: SEASCAPE MAP WITH STREET NAMES

The location of this rental unit is indicated with a green star in the Seascape map below.



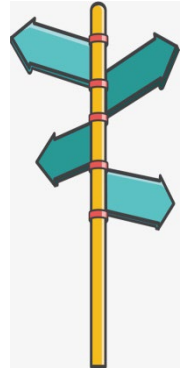


WORKSHEET: OTHER INFO PERTAINING TO THIS RENTAL UNIT

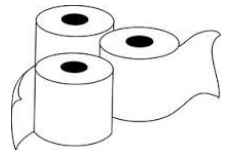
Thank you for renting this unit – we hope you enjoy your stay at Seascope. We've compiled info pertaining to this rental unit to include basic "DOS & DON'Ts" and where to find items.

Basic DOs & DON'Ts at Seascope	
Maximum Overnight Persons Permitted	▪ _____ people max overnight in rental unit
Display Vehicle Pass	▪ Vehicle pass must be visible at all times
Trailers	▪ Trailers are not permitted at Seascope
Do NOT bring sandy beach gear into unit	▪ Please keep sandy beach chairs, etc. outside the unit ▪ Please rinse off sand before entering unit & pools
Pet Policy in this Unit	▪
Do NOT flush down the toilet	▪ 'Flushable' wipes, paper towels, hygiene products
Other info _____	▪

Where to Find...	
Closest Pool	▪
Closest Trash Bin	▪
Closest Grill	▪
Closest Pet Disposal Station	▪
Washer & Dryer	▪
Other Info _____	▪



Extra Supplies	
Toilet Paper, Paper Towels, Trash Bags, Cleaning Supplies, etc.	▪ A few of each of these supplies are provided for your stay ▪ It is your responsibility to purchase additional supplies needed
Extra Pillows / Blankets	▪
Other info _____	▪



QUESTIONS Regarding this Rental Unit	
Rental Mgt. Company	
Phone Number	() -





WORKSHEET: IMPORTANT CONTACT INFO FOR VISITORS



IN CASE OF ANY EMERGENCY DIAL 911

	Fire Department 850-837-2250
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Walton County Sheriff 850-892-8111	
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Rental Unit Address	_____, Unit #_____ Miramar Beach, FL 32550
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Rental Management Company Contact Info	
Rental Mgt. Company	
Primary Contact	
Phone Number (valid 24/7)	() -
Back-Up Phone Number	() -
Email Address	



Seascope Property Patrol Contact Info			
Security Patrol Rover	Security Enforcement Officer	Southeast Guard House	North Guard House
850-865-7327	850-830-5592	850-461-0716	850-461-0732



Other Contact Info		
Animal Control	Mosquito Control	Fire Marshal
850-892-8111	850-892-8183	Sammy Sanchez 850-267-1298

Walton
County