

Documents Needed by MSOA for Owners OR Renters to Obtain Access Control Devices

**SECTION II (IF HOME OR CONDOMINIUM IS LEASED LONG TERM - 6MOS OR LONGER)**

MSOA COMMUNITIES	REAL ESTATE AGENT	CAM	RENTER	RENTER	RENTER
Surf Club Surf Club II Surf Club III Las Casitas Lakeside by the Sea Las Brisas Los Lagos Surfview at Matanzas	Agent should provide copy of <b>MSOA Amenity Rules</b> to renters at signing of lease. Link to copy is below: <a href="http://nebula.wsimg.com/1b8f0a888e76a7fd6aa2ecaa9f4939d3?AccessKeyId=B4A571D6EC4AA1650425&amp;disposition=0&amp;alloworigin=1">http://nebula.wsimg.com/1b8f0a888e76a7fd6aa2ecaa9f4939d3?AccessKeyId=B4A571D6EC4AA1650425&amp;disposition=0&amp;alloworigin=1</a>	Email Signed Approval of Lease from Assn Board of Directors & Copy of lease to <b>msoahoa@gmail.com</b> *CAM should also provide Info Form 5.0 to renter & a copy of this check list. Contact MSOA office at email above to obtain Info Form 5.0	<u>Completed Owner Info Form (5.0) for Each Vehicle</u> (up to 2) 3 or more vehicles must be approved by residential association ----- \$25 Per Vehicle	Vehicle Registrations for Each Car (Access Control Devices will only be issued to those persons named on the lease)	These items should be provided to the MSOA <u>3 business days prior to the move in date</u> . Items provided by the buyer can be: 1. Scanned & emailed 2. Faxed 3. Take pictures of documents with cellphone and email Email: msoahoa@gmail.com Fax: 386-447-5457

**CHECK LIST**

<b>FOR RENTAL AGENT</b>	<b>FOR CAM</b>	<b>FOR RENTER</b>	<b>FOR RENTER</b>	<b>FOR RENTER</b>
RENTER HAS RECEIVED MSOA AMENITY RULES. RENTER AND RENTER'S GUESTS AGREE TO ABIDE BY MSOA AMENITY RULES WHILE ON MSOA COMMON PROPERTY	RESIDENTIAL BOD APPROVAL OF LEASE & COPY OF LEASE EMAILED TO MSOA ----- INFO FORM 5.0 HAS BEEN PROVIDED TO RENTERS & A COPY THIS CHECK LIST	RENTER HAS FILLED OUT INFO FORM 5.0 FOR EACH VEHICLE & EMAILED TO MSOA OFFICE	RENTER HAS EMAILED VEHICLE REGISTRATIONS TO MSOA OFFICE	<b>MSOA OFFICE HOURS:</b> <b>9AM-3PM MON-FRI</b> <b>386-445-7443</b> RENTERS CAN PICK UP THEIR ACCESS DEVICES (1) BUSINESS DAY PRIOR TO MOVE IN DATE IF REQUIREMENTS ABOVE WERE MET. WHEN RENTER COMES TO PICK UP THEIR DEVICES & DECALS THEY NEED TO BRING A CHECK MADE OUT TO "MSOA" OR CASH (EXACT AMOUNT) FOR THEIR DEVICES ( <b>\$25 PER VEHICLE</b> ).