

HYDE PARK TOWERS CONDOMINIUM ASSOCIATION, Inc

Guest Suite Rental Agreement

Part I: PLEASE READ FULLY AND KEEP FOR FUTURE REFERENCE

1. Homeowners and residents of Hyde Park Towers, a Condominium, may reserve one of the two guest suite(s) for rental. Reservations for guest suite(s) will be strictly on a first come, first served basis. Homeowners and residents who reserve the guest suite(s) for rental (hereinafter referred to as Resident-host) must provide Hyde Park Towers Condo Association (hereinafter referred to as the Association) with a damage deposit. To check availability of guest suites and make reservation request, please visit the HPT website at www.hptowers.com
2. The Resident-host must be at least **25 years** old (Resident-host may be asked to present a legal form of identification) and sign and return a Guest Suite Rental Agreement (Part II) in advance and must comply with all terms herein. Furthermore, homeowner's association fees for the Resident-host's unit (including rental units) must be paid up to the current cycle. If the association fees are not up to date, the Resident-host will not be able to rent the guest suite(s).
3. Hyde Park Towers Condo Association, Inc. has specific blackout dates for which the guest suite(s) may not be reserved for rental. These dates are Super Bowl Sunday, Guavaween, and both the day and night Gasparilla events.
4. The guest suite(s) cannot be reserved for commercial purposes. Included in the term "commercial purposes" are: fund-raising events other than those sponsored or sanctioned by the Association, merchandise parties (Tupperware, jewelry, etc.), and business events. In order to make access available to others, Resident-host cannot rent both suites at any given time, unless the HPT board has approved & granted such a request.
5. The cost to rent the suite(s) is **\$100/night/per suite; rentals of >3 days will be at discounted rate of \$80/night/suite** and includes linens for the beds. All other supplies, including but not limited to, towels, toiletries, etc. are the responsibility of the Resident-host and his/her guests.
6. No more than **4 guests (2 adults and 2 children)** are allowed in each suite. The maximum rental period is 7 days.
7. No pets are allowed at any time in the guest suite(s). No smoking or drug use is permitted at any time in the guest suite(s) or common areas.
8. The FOB and keys to the guest suite(s) must be returned to the designated Association representative upon expiration of the rental period. Failure to return keys or lost keys will result in a \$50 charge; failure to return the FOB or lost FOB will result in a \$100 charge. Resident-host is expected to promptly pay the lost key/FOB fee or it will be deducted from the deposit.

9. A homeowner or resident who reserves the guest suite(s) for rental will be held fully responsible for the conduct of his/her guests while they are within the Hyde Park Towers community.
- Children under age 15 are not permitted in the suite(s), in the pool or pool deck without adult supervision
 - Guests of the Resident-host are required to obey all posted signs regarding use of the pool/pool deck, including no diving, no glass containers, no excess noise, no large groups, parties
10. A guest list must be provided to the designated Association representative no less than 48 hours in advance of the rental date. Only those guests on the reservation list are permitted to stay in the guest suites. ***Resident-host understands that parking for guests is not guaranteed in the building's parking lot. Guests must utilize public (i.e. street) parking if no parking spot is available in the lot; vehicles without a valid permit will be towed.***
11. Resident-host shall be responsible for the actions of all guests, as well as the clean-up and disposal of food waste and trash, and other debris in the dumpster at the far end of the parking lot. Furnishings must NOT be moved from their original positions. Resident-host will accept full and unconditional liability for any and all damage to guest suite(s) and furnishings.
12. No sound producing equipment, including (but not limited to) stereo music, disc jockeys, and live bands is permitted in the guest suite(s). Resident-host understands that other levels of the building also contain residential units and special attention shall be given in order not to infringe on the homeowner's right to peaceful enjoyment of their home.
13. Hyde Park Towers Condo Assoc., Inc., will fine a Resident-host for validated incidence of nuisance. When at least two residents (separate addresses) complain/report an incidence/nuisance, once validated, the Resident-host of the rental will be fined. This includes, but is not limited to:
- * Noise within the building or in the pool / pool deck
 - * Debris thrown on fellow residents' balconies below
 - * Guests illegally parked in parking lot
 - * Etc.
14. Resident-host must provide the Association with a refundable deposit. The deposit will be administered, and returned, as follows:
- Resident-host must provide the Association with a deposit of **\$200.00 no less than 5 days prior to the rental date**. The deposit check is to be made payable to Hyde Park Towers Condo Assoc., Inc.; the check may be delivered in person or by mail to:
Marcia Jodah at 406 W. Azelee St, #201, Tampa, FL 33606.

* The check will be held in the Association office/designated Association representative until after the rental period has expired. In instances when the deposit is not received when due, the reservation will be deemed canceled and Resident-host will not be granted access to the guest suite(s). The total rental fee, payable by check to Hyde Park Towers Condo Assoc., Inc, is due upon receipt of the keys from the designated Association representative.

* Resident-host and his/her guests is responsible for clean up prior to departure from the guest suite(s) including but not limited to placing trash in the dumpsters, removing food/beverage items from the refrigerator, cleaning counter tops, etc.

* If there were any damages to the guest suite(s) and/or furnishings, including damage to appliances, carpet and upholstery stains, the Association will have the damages repaired and/or items replaced as may be required and the Resident-host will be responsible for payment of all associated charges.

* Within approximately fifteen (15) business days following the rental, the Association will provide the Resident-host with any bills for post-rental damage, repairs and/or item replacement. The Resident-host will make prompt payment of those charges, and upon confirmation of payment, the deposit check will be marked 'void' and returned to the Resident-host. Should the Resident-host fail to pay the post rental charges within fifteen (15) of receipt of the bill, the Association will deposit the \$200 deposit check, pay all post rental charges and refund any difference to the Resident-host.

*Should the post rental costs as a result of damage repairs to the suite or furnishings exceed the Resident-host's deposit of \$200.00, the Resident-host will be informed of the overage and be required to promptly and fully pay the difference to the Association. The Association will pursue all means available to collect excess costs that are not paid within thirty (30) days after written notification to the Resident-host by the Association. Failure to pay the costs will prohibit Resident-host from future rental of the guest suite(s).

*It is the responsibility of the Resident-host to retrieve their voided deposit check from the Community Association Manager, or designated Association member.

15. Resident-host can request a pre-rental inspection of the guest suite(s) to ensure no prior damage has been made in which he/she will be held fully responsible. In the event the Resident-host has not made such a request, he/she will again assume all responsibility for any and all damages/cleaning incurred.

Keep Part I sheets for your reference. The attached Part II must be completed and returned to the Association.

Part II – PLEASE COMPLETE AND RETURN THIS SHEET WITH YOUR DEPOSIT CHECK

Please fill in the requested information completely, sign where indicated, and return the completed form to the designated Association member.

Your Name: _____ Phone #: _____ Unit #: _____

Requested Date(s) of your guest suite(s) rental: _____

❖ *Requesting which guest suite (please circle)* 4th floor 5th floor

Number of Guests: _____ (4 is maximum number of guests per suite)

Please list names / ages of guests (for fire safety/security purposes):

1. _____ Age: _____

2. _____ Age: _____

3. _____ Age: _____

4. _____ Age: _____

By signing below, the Homeowner/Resident renting the guest suite(s) acknowledges that he/she has read, understands, and agrees to comply with all the Guest Suite Rental Guidelines.

Signature, Resident-host: _____ Date: _____

Signature, Resident-host: _____ Date: _____

Do Not Write Below This Line

To be completed by Concierge, Community Association Manager, or Designated Assoc. Representative
Approval of Guest Suite Rental Reservation

Approved: _____ Date: _____

CHECKLIST – TO BE COMPLETED BY ASSOCIATION MANAGEMENT REPRESENTATIVE:

Availability of requested date verified & scheduled on calendar by: _____

HOA fee is up to date and has been verified: _____

Guest list/deposit check of \$200.00 to Association received by designated Association member

Date received: _____

Guest list received by designated Association member

Date received: _____

Pre-rental inspection performed

Date inspected: _____

Additional cleaning required: Yes No

(If yes, order service; date ordered): _____

POST RENTAL CHECKLIST:

Damages to guest suite(s) and/or furnishing: **Please check/inspect thoroughly:**

Lamps _____ A/C unit _____ TV _____ Carpet _____

Alarm Clock _____ Bathroom fan/lights _____ Furniture _____

Microwave: _____ Refrigerator _____ Toaster/Coffee pot _____

Linens/Bedding _____ Light bulbs _____

Other _____

Nuisances reported: Yes No

(Record pertinent information) _____

Charges for cleaning/damages sent to Resident-host

Date mailed: _____

(Include cover form letter)

Deposit check picked up by Resident-host: Yes No

Date returned: _____

(After confirmation that any charges due have been paid)

If no, please provide explanation: _____

