

The Courtyards – A Condominium

Policy

Owner Direct Rentals

(Owner Renting Their Week/Giving Their Week Away)

At the March, 2021 meeting the Board of Directors adopted the following policy.

In the past damages and theft of Courtyards property was absorbed by all owners. The Board and management have expended considerable time and effort in repairing damage and replacing missing items. We hope to no longer have to pay for the negligence of others.

In an ongoing effort to stay within the annually approved budget and to keep expenses under control for the benefit of all owners, the Board has decided that owners who rent or give away their week must follow the procedures listed below. This policy applies to direct rentals or owners who give their week away to friends and family.

Please be advised of the following:

- All guests must complete the **Guest Registration Form**.
- Email: NOLAHosting@gmail.com for a copy of this form or find it on the website: TheCourtyardsOnRoyal.com.
- The form must be submitted to the manager no later than five (5) days prior to arrival in order to verify the information provided on the form and to provide the Welcome Packet and codes to the guest. This is necessary for the safety and security of the property and other owners and guests.
- The access information will only be sent to the primary guest listed on the Guest Registration Form.
- If there are any damages or theft by the guest the owner is responsible for the cost of same.
- Our management company will be inspecting the unit once the guest leaves. They have an inventory inspection process used every time the unit is cleaned.
- As most owners collect a security deposit **we recommend you check with management** to insure the tenant did not damage the unit and/or did not walk away with Courtyards property before returning their security deposit.
- The owner will be sent an invoice for any charges.
- Prompt payment is expected. If not paid within 30 days there will be interest charged at one and one-half percent (1.5%) per month until paid.
- The owner will not be allowed the use of their unit until all charges are paid in full.
- The manager is the final authority on any issues or problems that may arise during a non-owner visit.