**Site Owner Rental Registration Form**

**it takes time for us to review your registration form and prepare the rental package, so please give us ample notice of your rentals – 48 hours’ notice is appreciated. Forms need to be in by 3 pm if in the same day of arrival. completed application should be sent to office@talltimbers.net**

\*Renters will be given ONE FOB AND ONE GATE CARD WHICH MUST be returned. failure to return either the fob and/or the gate card will result in a $50 fee for each not returned being charged to your account.

**Please make sure you advise your renters NOT to park over septic manhole covers. that will prevent your site from being pumped.**

|  |  |  |
| --- | --- | --- |
| Date |  | Owner Name & Site # |
| Renter’s Name |  |  |
| Renter’s Address |  |  |
| Telephone |  |  |
| Vehicle(s) Make/Model |  |  |
| License Plate |  |  |
| Names, ages of all renters |  |  |
| If pets, please list |  |  |
| Length of stay (check in/out) |  |  |

**\*when the renter leaves, the fob must be returned to the office if during office hours or left in the mailbox outside the office when the office is closed.**

**Registration fee due at the time of booking - $50.00**

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**For Office Use: amount due $50.00 Paid: Cash Check #\_\_\_\_\_\_\_\_ Credit Card Zelle**

**Rental Policies and Procedures**

Rentals will only be accepted from water on through water off.

Property owners must submit the registration form.

Property owners must notify their village board that they are renting their site.

Registered renters must stop at the security guard building to pick up their rental package.

Site owners must pick up the rental packet from the office when the guard shack is closed.

Renters are to wear the “renter” bracelets received upon arrival to access common grounds.

Renters may use our amenities and attend weekend evening functions, excluding our Wine and Cheese Party, Casino Night, and Adult Bingo.

Only registered renters listed on the application form are allowed in Tall Timbers

Renters cannot have guests.

Renters are not considered guests of the property owner.

AT NO TIME CAN A RENTER USE OWNER GATE CARDS, FOBS, OR ANY OTHER SECURITY ACCESS DEVICE THAT MAY BE IN USE FOR OWNERS AT THE TIME.

ANY RENTER DISCOVERED USING AN OWNER BRACELET, FOB, OR OTHER ACCESS DEVICE WILL RESULT IN A FINE BEING ISSUED TO THE OWNER. AN AMENITY BRACELET MAY BE CONFISCATED AND DEACTIVATED UNTIL THE OWNER CAN RETRIEVE IT.

If your renter breaks our Rules and Regulations or disturbs the peace of other site owners, your renter will be escorted off property and you will be issued the corresponding fine(s).

Rentals are not allowed during the off season when water is off. If renters are discovered the property owner will be fined according to the fine schedule and renters will be told to immediately vacate the premises.