

Welcome to Laterra Condos

Located in The King & Bear @ World Golf Village



Check-In Time: 3:00 pm / Check-Out Time: 10:00 am

Gate passes are issued by the guard at the gate upon your arrival for a maximum of 30 days.

If you extend your stay, new passes must be issued to you. If you are staying 6 months or longer, you may obtain a bar code sticker for your vehicles.

Phone number to the guard gate: 904-940-0661.

PLEASE NOTE: LATERRA CONDOS IS A SMOKE-FREE ENVIRONMENT

The following information is designed to help your stay be the best possible experience. We hope you have a wonderful stay at Laterra Condos in The King & Bear at World Golf Village!

The Staff of International Golf Realty



Resort Rental Agreement

559 West Twincourt Trail #603
Saint. Augustine, FL 32095
(904) 940-9990 - Tel
(904) 940-9989 – Fax
Info@igolfrealty.com
www.igolfrealty.com

- 1. TERM OF AGREEMENT:** The following agreement sets forth the terms and conditions of occupancy between the RENTER and International Golf Realty, hereinafter referred to as “AGENT”. RENTER’S signature on this agreement, or payment of money, or taking possession of the property after receipt of the agreement is evidence of RENTER’S acceptance of the agreement and of intent to use the property for a short term Residential use. This agreement shall become binding after signed by all parties.
- 2. RENT:** RENTER agrees to pay the amounts stated in the reservation confirmation, plus any applicable sales tax on the due date, in advance, without demand at **INTERNATIONAL GOLF REALTY, 559 W. Twincourt Trail, Unit 603, St. Augustine, FL 32095.** (Phone Number **904-940-9990** / Emergency Phone Number **904-466-1180**). Rent must be received by AGENT on or before the due date. A late fee of 10% plus \$5.00 per day thereafter shall be due as additional rent if RENTER fails to make rent payments on time. Sales Tax in the amount of 12% of the rent plus any mandatory fees will be charged for all rentals 6 months or less.
- 3. PAYMENTS and DEPOSITS:** An initial deposit of 20% of the rent is due at the time of booking. Final payment is due 15 days prior to arrival. For monthly rentals, payment is due 30 days prior to date of arrival. Check, cashier’s check, money order, or credit card is an acceptable form of payment. Some reservations during peak or holiday times require a larger deposit. Reservations will not be confirmed without receipt of deposit. Failure to pay final amounts due by due date may result in cancellation of the reservation. Cash is not an acceptable payment option. If you would like to pay your balance by check or credit/debit card, you can go online to our website www.igolfrealty.com. Scroll to the bottom of the home page and click “Yes, I want to make a payment online”. Please be aware there is a convenience fee for this service. If RENTER’S check is dishonored, there will be a \$50.00 charge assessed.
- 4. CHANGES:** After the initial reservation is confirmed, any changes to the reservation will result in a \$25 assessment fee.
- 5. CANCELLATIONS:** All cancellations must be received by International Golf Realty in writing. All deposits are fully refundable if cancellation is received within five calendar days of making the reservation, and at least 1 day prior to occupancy. Cancellations received 31 or more days prior to arrival will be assessed a penalty of \$150. Cancellations received between 15-30 days prior to arrival will be assessed a penalty of 25% of the reservation, not to exceed 25% of one month’s rent. Cancellations received 14 or fewer days prior to arrival will be assessed a penalty of 50% of the reservation, not to exceed one month’s rent.
Travel Protection Insurance is available for a small fee. For maximum coverage, travel insurance should be purchased at the time the reservation is confirmed. Please ask your reservation specialist for more information or log into www.igolfrealty.com for rates and coverage.
- 6. CHECK-IN:** Check-in time is 3:00 p.m. RENTERS will be assessed a fee if property is occupied prior to 3 pm without written consent of AGENT. We ask that RENTERS honor this check-in time to allow housekeeping sufficient time to prepare the unit for your stay. This is especially important during peak rental periods. Please check with AGENT 24 hours prior to arrival if you would like an early check-in.
CHECK-OUT: At the expiration of this Agreement, plus any extensions, RENTER shall peacefully surrender the premises and surrender all keys by 10:00 am on the check-out date. Late check-outs must be requested in advance and are not guaranteed. Late check-outs will be assessed a fee if not approved by IGR in writing. If check-out has not occurred by 10 am, and written permission was not granted by AGENT, the full daily rate for the rental may be charged to the credit card on file or deducted from the TENANT’S security deposit. We ask RENTERS to respect this policy as we often have guests checking in on the same day, and housekeeping must have ample time to prepare the unit for the next guest.
- 7. PETS:** RENTER will NOT be allowed to bring pets onto the premises without prior written consent from AGENT and submission of the completed Pet Registration form attached to this agreement. If pet is approved, RENTER must pay a nonrefundable pet fee. RENTER will be responsible for any damage caused by pet whether or not Pet was approved. If RENTER is found to have an unauthorized pet on the premises at any time during their stay, rental agreement shall be subject to termination and a mandatory additional fee of \$300, which will be charged to the credit card on file or deducted from the TENANT’S security deposit. Most communities have pet restrictions, so be sure to obtain written approval before bringing any pets. Pets must be on a leash at all times.
- 8. SMOKING:** Smoking is strictly forbidden inside the premises by RENTER or invitees. RENTER understands that smoking inside the premises shall be considered a material default under this Agreement. If any damage is done as a result of smoking, RENTER will be held responsible for all costs to remove smoke related odors, including additional fees for cleaning and deodorizing and/or loss of rent.
- 9. PARKING:** If designated parking is available, RENTERS may only park in spots that correspond with the unit they are renting or in unmarked parking spots that are available throughout the community. Parking in restricted spaces is strictly forbidden and will be cause for towing of your vehicle without notice. Boats, trailers, and RVs are not allowed overnight.

10. **BALCONIES, PATIOS, COURTYARDS:** Potted plants are permitted provided they are placed on the floor. **NO hanging plants** or decorative items are permitted to be hooked under the patio cover or to the balcony ceilings. No laundry garments, towels or other clothing items are to be hung over balcony walls or railings. Absolutely nothing is to be hung from the columns, balcony railings, or building walls (including hammocks, swings, roll down blinds, or canopies). First floor patios or courtyards are not to be used as storage areas. Cardboard or Plastic boxes, coolers, or any kind of storage containers are forbidden, as well as heavy items such as dollies or ladders.
11. **RENTER'S PERSONAL PROPERTY:** Neither the Owner nor IGR are responsible for loss or damage to RENTER'S personal property, including vehicles and property left in vehicles (examples: computers, clothing, jewelry, cameras, radios, etc.). Personal items left in the unit will be returned, if possible, at RENTER'S expense.
12. **UTILITIES:** Unless otherwise stated in your reservation confirmation, the following utilities are typically included in short term rentals: Electric/Gas, Water, Cable TV, Internet, and Trash. For rentals extending one month or longer, RENTERS will be responsible for payment of utility charges, which will be added to the rent. The monthly charge for utilities is as follows:

Studio <u>\$100</u>	1-Bedroom <u>\$150</u>	2-Bedroom <u>\$175</u>	3-Bedroom <u>\$200</u>	4-Bedroom <u>\$250</u>
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13. **REPAIRS:** All repairs and maintenance issues that pose a threat to persons or property should be reported to IGR immediately at (904) 940-9990, or HELP@igolfrealty.com. All non-emergency repairs will be performed Mon – Fri between 8am – 5pm. After hours emergencies should be reported immediately to (904) 466-1180. No rent adjustments will be made, or money refunded, due to equipment malfunction of any kind. RENTERS may be charged for any repairs caused by Tenant's misuse or negligence.
14. **GARBAGE:** All garbage must be placed in plastic trash bags, tied securely, and disposed of in garbage receptacles or at the curb (for units with a garage). No trash shall be left in the unit.
15. **KEY POLICY:** IGR will provide RENTER with a minimum of two keys to the rental unit. Additional keys will be provided to RENTER upon request. RENTERS are responsible for all keys during their stay. Any keys or remotes that are lost or missing and not returned by 10:00 am on the date of check-out will result in RENTER being charged a fee of \$25 for missing card keys, \$50 for missing remotes, and up to \$75 for missing keys if the BROKER determines the property has to be re-keyed.
16. **AFTER HOURS LOCK-OUTS:** AGENT office hours are 9am – 5pm Monday through Friday and Saturday 10am – 2pm (Holidays excluded). All after hours lock-outs requiring AGENT to let RENTER into property will result in a \$75.00 charge to tenant.
17. **PROPERTY AVAILABILITY:** Sometimes, due to unexpected circumstances, your original assigned property may not be available. IGR reserves the right to assign RENTER to a comparable property, if one is available. Prices may vary depending on availability. Due to a natural disaster, such as a hurricane, if a mandatory evacuation is issued, you will only be refunded for the number of days equal to the evacuation.
18. **USE OF PREMISES:** RENTER shall maintain the premises in a clean and sanitary condition and not disturb the peaceful enjoyment of the premises to surrounding premises. RENTERS agree not to rearrange furnishings. Any costs associated with moving furnishings or reestablishing cable service, due to RENTERS rearranging or removal of such, will be billed to RENTER'S credit card or charged against RENTER'S security deposit. This includes TVs, modems, and other electronics.
19. **DAMGE INSURANCE:** You may purchase a Vacation Rental Damage Protection plan designed to cover unintentional damages to the rental unit interior that occur during your stay provided they are disclosed to management prior to check-out. If purchased, the policy will pay a maximum benefit of \$3,000. Any damages that exceed \$3,000 or are not covered under the plan will be charged to the credit card on file. If, during your stay at one of our rental properties, an insured person causes any damage to real or personal property of the unit as a result of inadvertent acts or omissions, the Insurer will reimburse the Insured for the cost of repair or replacement of such property up to a maximum benefit of \$3,000. Certain terms and conditions apply. Full details of the Vacation Rentals Damage coverage are contained in the Description of Coverage of Insurance Policy, www.vacationrentalinsurance.com/g20vrd. The Vacation Rental Damage plan can be purchased up to, and including, at check-in. By submitting payment for this plan, you authorize and request CSA Travel Protection and Insurance Services to pay directly International Golf Realty any amount payable under the terms and conditions of the Vacation Rental Damage. Please contact International Golf Realty directly if you do not wish to participate in this assignment. If you do not wish to purchase the Vacation Rental Damage Protection, an increased damage deposit may be required prior to check-in.
20. **RESERVATION CONFIRMATION:** Please sign and return a copy of this agreement to hold your reservation. Reservations are subject to cancellation unless IGR receives a signed agreement and payment as outlined in this agreement.
21. **EXTENSION OF RESERVATION:** If you need to extend your stay longer than your original confirmation date, the exit cleaning fee and security deposit may increase according to the length of the extension. Extensions will not be guaranteed without proper payment of the additional amounts due, if required by AGENT.
22. **UNIT SUPPLIES:** Rental properties are equipped with a starter set of supplies, such as toilet paper, paper towels and soap. Additional products may need to be purchased by RENTERS. Monthly renters are responsible for changing light bulbs as needed.

23. **LIABILITY:** RENTER agrees to hold property owner and International Golf Realty harmless from all liabilities and all costs of defense, including attorney fees, arising out of RENTER'S use and possession of rented property, and all claims, damages and liabilities incurred by invitees, family or friends of RENTER.
24. **ATTORNEY'S FEES:** If OWNER or AGENT employs an attorney due to RENTER's violation of the terms and conditions of this Agreement, RENTER shall be responsible for all costs and reasonable attorney's fees as incurred by the property owner or AGENT, whether or not a suit is filed. AGENT and RENTER waive the right to demand a jury trial concerning litigation between the AGENT and RENTER.
25. **INDEMNIFICATION:** RENTER agrees to reimburse AGENT upon demand in the amount of loss, property damage, or cost of repairs or services caused by RENTER'S negligence or improper use by RENTERS, family, or invited guests. RENTER will at all times indemnify and hold harmless AGENT and OWNER from all losses, damages, liabilities, and expenses which can be claimed against AGENT or OWNER for any injuries or damages to the person or property of any persons caused by the acts, omissions, neglect or fault of RENTER, his/her family, or guests, or arising from RENTER'S failure to comply with any applicable laws, statutes, rules, ordinances or regulations.
26. **DISPUTES AND LITIGATION:** In the event of a dispute concerning the tenancy created by this agreement, RENTER agrees that if the premises are being managed by an Agent for the record owner, RENTER agrees to hold AGENT, its heirs, employees, and assigns harmless and shall look solely to the record owner of the premises in the event of a legal dispute.
27. **INTEGRATION:** This rental agreement with exhibits and attachments, if any, sets forth the entire agreement between RENTER and AGENT concerning the premises, and there are no covenants, promises, agreements conditions, or understandings, oral or written, between the parties other than those herein set forth. If any provision of this agreement is illegal, invalid or unenforceable, that provision shall be void, but all other terms and conditions of the agreement shall be in effect.
28. **MODIFICATION:** No subsequent alteration, amendment, change, or addition to this agreement shall be binding upon the AGENT unless such agreement is in writing and signed by the parties.
29. **REQUIRED STATE OF FLORIDA DISCLOSURES FOR RENTERS:** (A) RENTER is given notice that IGR is the Agent of the Owner of the rented unit. (B) Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit. (C) As a renter of property, RENTER certifies that they were provided with a copy of the foregoing notifications at the time of, or prior to, the execution of the rental agreement. (D) AGENT'S and RENTER's signatures signify this agreement to be bound by the terms and conditions set forth in this agreement.
30. **RESPONSIBILITIES:** The responsibility of Golden Realty & Property Management, Inc., dba International Golf Realty and/or its agents is limited. International Golf Realty acts as an agent and property manager for its clients. International Golf Realty assumes no liability for injury, damage, loss, accident, delay, or irregularity which may be caused by acts of God, war, terrorism, fire, breakdown in machinery, or appliances, utilities services, riots, strikes or from any causes beyond the control of International Golf Realty. The acceptance of this agreement is deemed to be consent to the above. International Golf Realty is not liable or responsible in any way whatsoever for any act, error, or omission, or for inconvenience, loss, damage, injury, or death arising out of lodging arrangements.
31. **CREDIT CARD REQUIREMENT:** RENTER is required to provide a valid credit card prior to occupancy to protect against damage to the rental property or for RENTER'S unpaid charges. Credit card information is kept on file in the case that RENTER fails to pay rent, or for damage beyond normal wear and tear, or in the event contents are missing from rental unit while GUESTS are renting a property managed by International Golf Realty. It is understood this credit card will be charged for damage in the event RENTER causes damage to unit or Owner's belongings (including keys), items are missing from the unit after RENTER'S stay, or in the event RENTER fails to pay rent as agreed. RENTER will be notified of any amounts charged to RENTER'S credit card.

Renter's Name: _____ # of Occupants: _____

Home Address: _____

City, State, Zip: _____

Phone Number: (Home) _____ (Cell) _____

Email: _____

ACCEPTANCE:

Renter Signature: _____ **Date:** _____

IGR Representative Signature: _____ **Date:** _____

IMPORTANT – PLEASE READ and RETURN!!!

This page must be returned to International Golf Realty to confirm your reservation. You must provide a copy of a valid credit card prior to arrival, or credit card must be presented to AGENT in person prior to occupancy of any rental property. *Credit card information is kept on file for incidentals only and is not intended for payment purposes.* If you require a late check-in and have not provided a copy of your credit card to the AGENT in advance but prefer to present your credit card on the day of check-in, you must confirm arrangements with your reservation specialist in advance.

Please note, payments made in the IGR office for any balance due will be accepted in our office Monday through Friday 10am -4pm and Saturday 10am -1pm. AGENTS are not available on Sunday. Acceptable payment methods are check, money order, and cashier's check. No cash or credit cards will be accepted.

Card Type: (mark one) Visa [] Mastercard [] Discover []

Name as it appears on Card: _____

Card Number (Mastercard/Visa/Discover): _____ - _____ - _____ - _____

Expiration Date: Month: _____ Year: _____ 3-digit CVV Security code on back of card: _____

Credit Card Billing Address: _____

_____ **OPTION 1:** Credit card information provided above along with a copy of card front and back. **If you select this option, you will receive a reservation confirmation along with an access code and directions to the rental property.**

_____ **OPTION 2:** Credit card information provided above, but no copy is provided. Actual card to be presented in person. **If you select this option, you will receive a reservation confirmation and, for your protection, must verify credit card information in person upon arrival.**

_____ **OPTION 3:** Credit card will be called in to AGENT. Actual card to be presented in person. **If you select this option, you will receive a reservation confirmation and, for your protection, must verify credit card information in person upon arrival.**

Card Holder consents to a non-refundable \$1 fee for merchant validation of credit card.

Card Holder's Signature _____ Date: _____

Driver's License Number: _____ State: _____

Pet Registration Form

Owner: _____

Tenant: _____ Phone #: _____

Address: _____

Pet #1: Name: _____ Weight: _____ lbs. Age: _____

Breed: _____ Color/Markings: _____

Male ___ Female ___ Spayed/Neutered: Yes ___ No ___

Is your dog crated when left alone? Yes ___ No ___ Is your pet housebroken? Yes ___ No ___

Pet #2: Name: _____ Weight: _____ lbs. Age: _____

Breed: _____ Color/Markings: _____

Male ___ Female ___ Spayed/Neutered: Yes ___ No ___

Is your dog crated when left alone? Yes ___ No ___ Is your pet housebroken? Yes ___ No ___

Pet Policy & Regulations:

A maximum of 2 pets per premises may be allowed, with advance approval by Landlord/Agent

- All permitted pets must be leashed when outside the condominium unit.
- Pet droppings must be picked up immediately and properly disposed.
- No excessive noise disturbances to include barking dogs, squawking birds, etc.
- Pet approval may be withdrawn upon notice by the Board if violations are reported.
- Pets must be approved by Landlord in advance. Aggressive breeds are not allowed, including, but not limited to: Pit Bulls, Rottweilers, Doberman Pinchers, German Shepherds, Chows, Staffordshire Terriers, Presa Canarios, Akitas, Wolf-hybrids, Mastiffs, Cane Corsos, Alaskan malamutes, Siberian Huskies, or other animals which the Association board may determine to be dangerous. The board reserves the right to require immediate, permanent removal of such animals from the property.
- Pets are limited to 30lbs max at LATERRA.
- A mandatory cleaning fee is required for all pets. Renters are responsible for any and all pet damage, which includes, but is not limited to, damage to linens, flooring, wood work, furniture, etc. Tenants are encouraged to bring their own linens if dogs are expected to sleep in the bed. Ask agent for bedding size.
- Pets are not allowed to be left unsupervised on the balcony or patio. Pets are not allowed in the pool.
- Renters acknowledge that keeping a pet on the premises is a privilege which may be revoked if pet barks constantly, shows aggressive behavior, or if Owner fails to abide by the stated rules.
- No refund will be given if Tenant vacates early due to pet privileges being revoked by the association.

Tenant agrees to **submit a picture of all pets in advance** and agrees to abide by stated pet policy.

Tenant Signature: _____ Date: _____

Landlord Signature: _____ Date: _____