

Century 21 Island View Realty
Check in at Sugar Beach • 8443 Gulf Blvd • Navarre Beach
850-939-2331

Our office hours are 9:00am to 4:30pm, Monday to Saturday.

We are looking forward to your visit to Navarre Beach along Florida's famed Emerald Coast. We offer the following information to help you plan your trip.

How to Get Here- Navarre Beach is located between Pensacola & Ft. Walton Beach, on Hwy 98 (see map on back). If arriving from the west on I-10 (Mobile, Louisiana, Texas, Arkansas, etc.) There may be construction on Hwy 87 (exit 31 old exit 10). An alternative route is to exit I-10 at exit 22 (old exit 7), (Hwy 281 South), across the Garson Point Bridge, toll bridge. You will intersect Hwy 98 at the Super Wal-Mart, 10 miles west of the Navarre Bridge. Turn left at this intersection. This route will also allow you to avoid traffic between Pensacola & Gulf Breeze. Cross the Navarre Beach Bridge, turn right at the stop sign. The Century 21 office at Sugar Beach is on the left.

Check-In Check-Out Times

1 & 2 Bedroom Units - Check in, NO EARLIER THAN 2:00 p.m.

3 bedrooms and above - Check in NO EARLIER THAN 3:00 p.m.

If you will not be arriving by 4:30 .pm., please advise us in advance so we can make arrangements for you to pick up keys.

Check out: All units -no later than 10:00 a.m..

Since refrigerators are not available prior to check in time, you may want to plan grocery shopping near check-in time.

Method of Payment at Check-In (U.S. Funds Only) Travelers checks, Master Card or Visa or cash may be used for payment. We do not accept American Express or Discover. Personal checks are only accepted from guests who have paid an advance rent deposit. All personal checks must be accompanied with proper identification of the party whose name and signature appears on the check **No keys will be issued until all rent and security deposit is paid.** We want everyone to enjoy the beach as soon as possible, so please keep this in mind if members of your party are arriving prior to the party responsible for balance due.

SECURITY DEPOSIT – A Master Card or Visa will be required for Security Deposit. At check in your credit card will be imprinted and signed by you. In the event damage is discovered, or form of rent payment is invalid, you will be notified by mail within 10 days of check out. Otherwise credit card slips are shredded within 10 days of check out.

CANCELLATION POLICY - Since each unit is individually owned, no advance rent can be refunded or transferred if reservation is cancelled or a change of units is made within 30 days of check in. A change of units within 30 days of check in must be treated as a cancellation. **A cancellation fee of 10% of the advance rent will be collected on all cancelled reservation. RESERVATIONS CANCELLED WITHIN 30 DAYS OF CHECK IN WILL FORFEIT FULL ADVANCE RENT.**

UNIT OCCUPANCY-Families only- the occupancy of each unit is limited to the number of guests advertised. This is the maximum number of guests permitted, including children. All occupants are subject to eviction, with forfeiture of all rents and security deposits if unit occupancy is over allowed limit. **NO GROUPS ARE ALLOWED. NO WEDDINGS ARE ALLOWED AT OR IN ANY OF OUR RENTAL UNITS** If you are planning a large party we will be happy to help you locate accommodations. Units cannot be used for this purpose. Chaperoned groups are prohibited.

PARKING – You will be issued a parking permit upon check in. **Maximum 2 automobiles per unit** . Arrangements for parking of additional vehicles, unoccupied motor homes, or boat trailers must be made in advance of occupancy.

PETS – are never allowed in or at any unit. When Pets are discovered during occupancy, guest is asked to vacate property and will forfeit rent and Security Deposit. If evidence of a pet is discovered after departure, full security deposit will be forfeited. Additional damages will be claimed.

WHEN YOU LEAVE - check out time is no later than 10:00 A.M. Please remove all trash from unit and place in garbage chutes located on each floor. Wash all dishes. It is not necessary to wash linen. If additional personnel are required to ready the unit for the next guest, an extra cleaning fee is charged to departing guest. **PLEASE RETURN KEYS TO CHECK IN LOCATION.**

WHAT TO BRING - All accommodations are privately owned and furnishings reflect the taste of the individual owner. Bed linen, essential dishes and basic cooking utensils and one towel per person are provided in the unit for the entire stay. You may want to bring wash cloths, extra towels, or specialty Cooking items. **FLORIDA LAW PROHIBITS GRILLS ON DECKS OR BALCONIES.**

Over

SHOPPING- Convenience stores are located on the Beach. For major shopping there are large grocery stores and shopping centers within 2 miles. **REMEMBER-** when purchasing groceries needing refrigeration, no refrigerators are available prior to check-in time. ATM machines are plentiful in our area. Most merchants accept major credit cards, but do not accept personal checks.

Hurricane Evacuation and Refunds-We endeavor never to have stormy weather at Navarre Beach, however, in the event of a storm, which results in a mandatory evacuation by a government regulatory authority, refunds will be pro-rated for the period of the evacuation only.

Substitution -If, due to unforeseen circumstances, a unit becomes unavailable, we reserve the right to substitute comparable accommodations without notice or liability. When comparable accommodations are not available, guest will have the option of selecting from available properties at the published rate or receiving a complete refund of the reservation deposit.

Accommodations – all rental accommodations are furnished and decorated to each owner’s individual taste. No furnishings will be replaced or changed unless damaged. Please note that, even though refunds are not given for equipment, TV, or Appliance failures, we like satisfied guests and every effort will be made to keep appliances and equipment in working order.

Note: Rental agents represent properties to the best of their ability, and assume no liability for errors, omissions, or owner changes.

Your Island View Crew



Renter Information Form 2011

Return Form As Soon As Possible;

Century 21 Island View Realty · 8510 Navarre Parkway · Navarre Fl · 32566

Unit Number _____

Reservation Number _____

Due to problems experienced in rentals in past years, our owners have asked that we obtain the following information from their rental guests to insure that we have **NO GROUPS OF HIGH SCHOOL OR COLLEGE age people booking our units.** **Units are not to be used for gatherings or parties of any type.** **NO WEDDINGS ARE ALLOWED AT OR IN ANY OF OUR RENTAL UNITS.** If a group or wedding is found in a rental unit, they must vacate the unit upon request and forfeit all rent and deposits paid.

As you should be aware, **we rent only to families.** If this raises any questions regarding your rental, please feel free to call us at 1-800-757-2121. **NO WEDDINGS ARE ALLOWED AT OR IN ANY OF OUR RENTAL UNITS**

We would appreciate your help by offering the following information and returning to us as soon as possible, as we will allow no rental to begin without this information.

NO PETS

Total number of people in the following age groups staying in unit (including children)

Under age 8 _____ 8-15 _____ 15-22 _____ 22-25 _____ 25-30 _____ Over age 30 _____

Business address and phone number along with principal occupation of person renting, occupying & assuming financial responsibility for the rental unit:

Name _____

Business Name _____

Business Address _____

Business Phone _____ Occupation _____

Florida Statutes Require the Following Disclosures:

This is to advise that the Realtor is the agent of the owner and will be paid by the owner.

Advance Rent and Security Deposits are held in an interest-bearing escrow account at the Regions Bank in Navarre for Century 21 Island View Realty, LLC. Interest is used to defray advertising expenses of Century 21 Island View Realty, LLC.

Signature

Date

Providing false information will cause cancellation of your reservation.