**Guidelines for Sales and Rentals**

**Sales: Guidance for Owners**

Owners should notify the Housing Director, a Board Member of your intention to sell the unit and whether or not you will be using a realtor. You may call one of the individuals or send an email to gulfshorescondoassocation@gmail.com.

Owners should review Gulf Shores’ Declaration of Condominium (Paragraphs 201., 20.8 and 20.9) for the requirements regarding sales of units. This document (2007 Compilation and 207 and 2014 amendments) and other legal documents are on the Gulf Shores website [here](http://255gulfshores.com/document_category.asp?cat_id=3&name=Declaration).

Note that all sales must be approved by the Association and the owner or realtor must help the buyer arrange for an interview with the Housing Director and a Board Member.

Owners must make the realtor aware of the requirements for lockboxes and open houses outlined in the next section of this document.

The owner and the buyer will have to complete an application (available at [Forms](http://255gulfshores.com/sub_category_list.asp?category=11&title=Forms) on the website) and submit it with a $100 check made payable to the Gulf Shores Condominium. The application should be sent to Keys Caldwell at the above address. The application should be submitted 30 days prior to closing.

**Sales: Guidance for Realtors**

**Key Boxes and Sign-In**

* Realtors must use keys boxes for access to the unit for sale. The key boxes should be installed in the Recycling/Pump room next to the North Elevator in the space provided on the wall inside the room. The key box should contain a key to the unit, the club room and pool area, the storage room and elevator.
* Realtors must sign the log-in book every time they visit the unit before entering the building.

**Open Houses**

* Prospective buyers **must** be accompanied by a Realtor at all times.
* Realtors may post a small sign on the elevator frame instructing potential buyers how to access the unit. **Signs may not be posted over the bulletin board or call box.** Signs inappropriately placed will be removed.
* Because there is no access to the building without an elevator key, the Realtor must decide how to manage an Open House. Options:
	+ If the unit for sale has a landline telephone, the Realtor may post the landline number on a small sign on the elevator frame; when a call comes in, press 6 to send the elevator to the first floor.
	+ The Realtor may post his/her cell number; when a call comes in, the Realtor will need to travel to the first floor to accompany the prospective buyer to the unit.

**Guidance to Realtors on Sales**

The Seller and Buyer will have to complete an application (available at [Forms](http://255gulfshores.com/sub_category_list.asp?category=11&title=Forms) on the Gulf Shores website) and submit it with a check made payable to the Gulf Shores Condominium. The application should be sent to Keys Caldwell at the above address. The application should be submitted 30 days prior to closing. The Buyer will have to have an interview with the Association Board prior to closing.

Make sure that Buyers are aware that they will be required to indicate that they understand and acknowledge the following:

* They have received copies of the (1) Gulf Shores Declaration of Condominium, (2) Bylaws, (3) Articles of Incorporation and (4) House Rules (hereinafter, “the Condominium Documents”). The current documents are available at XXXX
* They have read and understood said documents and agree to abide by all the provisions set forth.
* The sale of the unit is subject to the approval of the Gulf Shores Condominium Board of Directors.
* They have to have an interview with designated Association representatives in the Gulf Shores Condominium Clubroom at a time that is mutually agreeable but at least ten (10) days prior to the closing. Failure to secure this approval may delay the closing or occupancy of unit.
* They will abide by the occupancy requirements stated in the Condominium Documents and that the unit will be used only as a single-family residence for four (4) or less adults.
* They will comply with Association requirements regarding renting or lending the unit when not occupied by them.
* They will comply with the Association recommendations for caring for the unit when not occupied.
* The Condominium Documents specify that the Association has the irrevocable right to access each unit from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any common elements therein, or for making emergency repairs necessary to prevent damage to the common elements or to other units.
* Consistent with the above statement, that if they seek to change the existing front door lock to our Gulf Shores Condominium unit, the new lock must be keyed to the master key of the Gulf Shores Condominium so that the Board or its authorized representative may access the unit when deemed necessary for the safety and maintenance of the property, including pest control.
* The Association utilizes its website to provide owners with informational bulletins and as a place to obtain required forms and current versions of the Condominium Documents and authorize the Association to communicate with them through this medium.

### Leases and Rentals: Owner and Realtor Guidance

Owners wishing to lease or rent their unit should review Gulf Shores Declaration of Condominium sections 20.2 and 20.3 regarding Association requirements for these transactions. A lease is defined as being for 12 or more months; a rental is for 3 or more months with a maximum of 4 rentals per year. This document (2007 Compilation and 207 and 2014 amendments) is on the Gulf Shores website [here](http://255gulfshores.com/document_category.asp?cat_id=3&name=Declaration).

Note that all leases and rentals sales must be approved by the Association. **No applications will be approved if the owner is in arrears relative to quarterly and special assessment fees.**

The owner and the lessee or renter will have to complete an application (available at [Forms](http://255gulfshores.com/sub_category_list.asp?category=11&title=Forms) on the website) and submit it with a $100 check made payable to the Gulf Shores Condominium. The application should be sent to Keys Caldwell at the above address. The application should be submitted in advance of 15 days prior to start of the lease/rental.

All parties should review the terms of the application agreement. Key conditions include the following:

1. Owners are responsible for any damages caused by their tenants and for any fines incurred for violation of the Condominium Documents and Rules.
2. Tenants must have reviewed the House Rules, and agree to abide by them and will ensure that all occupants and guests also abide by them.
3. Tenants acknowledge that no pets are allowed in the building.
4. Tenants understand that only one vehicle may be parked on the premises.
5. The unit is to be occupied by no more that 4 (four) persons.
6. Tenants may not further sublease or rent out the unit.
7. Keys are supplied by the Owner and are not available from the Association.
8. Once the Association consents to the lease or rental, the Board of Directors is authorized to take such action as may be necessary to see that the tenants and their guests comply with the House Rules, including if necessary, to evict said occupants for non-compliance.