

**PLEASE FILL OUT THIS TOP PAGE & RETURN TO OFFICE.
RETAIN THE OTHER PAGES (RULES & REGULATIONS) FOR FUTURE REFERENCE.)**

WINDWARD EAST CONDO ASSOCIATION

3060 North Atlantic Avenue, #1000

Cocoa Beach, Florida 32931

Phone / Fax: 321-783-6592

Email: Windwardeast@cfl.rr.com

Guest Information Form

Unit Information

Unit #		Key #		Key #	
Start Date		End Date			

Guest Information

Name					
Home Address					
Phone				E-Mail	
Relationship				Animal Y N	If Yes, complete Animal Information Form.

Occupant Information

One Bedroom	Two Bedroom	Three Bedroom
Enter name & age of each person below	Enter name & age of each person below	Enter name & age of each person below

Vehicle Information (No Motorcycles)

Vehicle 1

Make		Model		Year	
Color		Plate		State	

Vehicle 2

Make		Model		Year	
Color		Plate		State	

NOTICE TO GUESTS: GUESTS WILL BE PROVIDED AND ABIDE BY THE RULES, REGULATIONS AND OTHER DOCUMENTATION THAT GOVERN THE USAGE OF THE WINDWARD EAST CONDOMINIUM ASSOCIATION PROPERTY. NO OTHER VEHICLE, BOAT, RV, TRAILER, ETC. IS ALLOWED TO BE PARKED ON THE PROPERTY. THE NUMBER OF GUESTS SHALL NOT EXCEED THE ABOVE OCCUPANCY LIMITS. THE PERSON SIGNING THIS GUEST INFORMATION FORM MUST BE THE OCCUPANT AND PROCLAIMS NO MONETARY CONSIDERATION HAS BEEN MADE WITH THE UNIT OWNER. ANY MISREPRESENTATION MADE HEREIN WILL RESULT IN GOVERNMENTAL AUTHORITIES BEING NOTIFIED FOR VIOLATION OF THE APPLICABLE LAWS. YOUR SIGNATURE ATTESTS THAT YOU HAVE RECEIVED, READ, UNDERSTAND AND AGREE TO ABIDE BY THE TERMS OF THIS FORM.

Guest Signature and Date:	
Relationship to Owner:	

NOTICE TO OWNERS: THIS INFORMATION IS REQUIRED BY THE BOARD OF DIRECTORS OF THE WINDWARD EAST CONDOMINIUM ASSOCIATION. A SIGNED COPY OF THIS FORM MUST BE SUBMITTED TO THE ASSOCIATION PRIOR TO YOUR GUESTS OCCUPYING ANY UNIT. INCOMPLETE FORMS WILL NOT BE ACCEPTED. ANY MISREPRESENTATION MADE HEREIN WILL RESULT IN GOVERNMENTAL AUTHORITIES BEING NOTIFIED FOR VIOLATION OF APPLICABLE LAWS. YOUR SIGNATURE ATTESTS THAT YOU HAVE NOT RECEIVED MONETARY CONSIDERATION AND THERE IS NO RENTAL AGREEMENT IN EFFECT. YOU ALSO ATTEST THAT YOU HAVE RECEIVED, READ, UNDERSTAND AND AGREE TO ABIDE BY THE TERMS OF THIS FORM.

Owner Signature and Date:	
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***Copies of Photo ID's for each Adult Occupant must be provided with this form.**

WINDWARD EAST CONDOMINIUM

2013 Owners, Renters & Guests Rules & Regulations at a Glance

Failure to comply with the following rules and regulations of the Windward East Declaration of Condominium may result in fines and/or eviction pursuant to Florida Statute 718.3303 and Windward East Documents.

ALL RENTERS & GUESTS MUST REGISTER in the Office (Hours 9-1, M-F), within ONE WORKING DAY of Arrival.

ELEVATORS & STAIRWELLS - **NO SMOKING** in elevators and stairwells – Bathers must be reasonably dry & wearing foot wear before entering elevators or stairwells – The West Elevator is to be used moving furniture or large items that can't be carried, moved by the luggage cart or grocery cart – All WWE Carts must be returned to the first floor stairwell storage area immediately after use – Carts are not to be left on walkways – **Owners will be billed for parts & labor for Any Damage to elevators** caused by renters, guests or furniture / appliance movers or installers.

PARKING – Campers, Trucks, Boats, Motorcycles, Licensed Scooters, Commercial Vehicles and RV's are not allowed over-night parking – No parking in front of Dumpster areas on Mondays or Thursdays – No Parking in any Fire Lanes – Vehicles parked in violation may be towed at the owner's expense.

Temporary parking of Bicycles with locking systems is confined to the bicycle racks provided by the Trash Room only – WWE is not responsible for any theft or damage to any bicycle on WWE Property – These bicycles must be registered in the office – Bicycles cannot be chained to any trees, fences or other WWE property or stored in stairwells.

BALCONIES & WALKWAYS – Walkways may not be used to deposit shoes, beach chairs, fishing rods, surf boards, etc. – No entrance doormats or potted plants are permitted on walkways – No running or playing on walkways or stairwells is permitted – Draping of towels, clothing, etc. as well as shaking dust mops, dust rags or rugs from balcony or walkway railings is prohibited.

PETS – The Board of Directors reserves the right to disallow any animal (pet) considered inappropriate to the security, safety or environment of WWE – Residents, Renters or Guests are permitted to keep not more than one (1) dog or cat under the weight of 30-pounds per unit – Walking of pets is permitted on the North Grass Area and South Grass Area adjacent to the parking lot –

Pet Owners are responsible for All Clean-up of their pets on WWE Grounds and may be fined for disregard of this Regulation!

Pets are not allowed in the pool or interior landscaped areas and must be leashed when outside the condo unit and will not create a nuisance, such as loud and excessive barking – Pets are not permitted on the beach.

TRASH – Trash chutes are located on each floor – Trash must be placed in tied plastic bags before deposited in chutes – Cardboard boxes must NOT be placed in chutes, ALL cardboard boxes must be broken down and carried to the trash bin on ground floor or dumpster by townhouses.

- **DO NOT USE TRASH CHUTES ON MONDAY OR THURSDAY.**

- Recycle bins for glass, plastic bottles, aluminum cans, newspapers & magazines are located at the townhouse dumpster area.

SWIMMING POOL – Hours 8AM – Dusk - **Observe all rules posted at Pool Area** – The pool is for private use only, NOT for unaccompanied persons not residing at WWE.- Users must show ID if requested - No Sitting on, Playing with or Removing the Safety Ropes – No Diapered Children allowed in Pool, Disposable Swim Pants Must Be Used – Children under the age of 12 **MUST** be accompanied by a responsible adult - Please Rinse Off at the Shower or Hose Deck after returning from the beach, before entering the pool – Please dry off before entering building or elevators –No Pets Allowed – Management reserves the right to deny use of pool to anyone – **Swim at your own risk!**

NOT PERMITTED IN POOL AREA –

- **NO** Running, Shoving, Splashing or Rough Play.
- **NO** Loud Music or Noise.
- **NO** Ball Playing.
- **NO** Pets in Pool, On Pool Deck or Interior Landscape Area.
- **NO** Pool Toys, Rafts, Boogie / Surf Boards or Scuba Gear.
- **NO** Skateboarding, Roller Blading or Bike Riding.
- **NO** Food, Glass or Beverages Allowed in Pool or Pool Deck Area.
- **NO** throwing Stones in Pool or Pool Area

GENERAL –

- **Excessive Noise** of any nature that could annoy WWE Residents is prohibited – **Owners are responsible** for the conduct of their renters or guest.
- **Skateboarding**, Roller Blading, etc. is not permitted on WWE Property.
- **Playing on the East Lawn** (Ocean side) is prohibited due to sprinklers and security lighting.
- **Working on Vehicles**, Boats, etc. in the parking lot is limited to minor adjustments and emergency repairs.
- **Cleaning of Equipment** (e.g. chairs, screens, etc.) should be done in the car wash area.
- **Gas or Charcoal BBQ Grills** are not permitted on any balcony, patio, pool or lawn area.
- **Only Liquid Laundry Detergent** is to be used in any washing machine.