



This Information is provided to help Leasing Agents and Property Managers ensure smooth transitions for their customers and tenants. Please read the pages fully and carefully. Questions and concerns should be directed to the contacts as appropriate and provided herein. Failure to comply with all current rules and regulations may result in the denial of access at the gate.

Please note the 30-day minimum rental period.

****It is the responsibility of the leasing agent or property manager to verify that all information is accurate **15 days in advance**, as rules and regulations may change over time, as necessary.****

Included:

Contact Information

Community Association

Membership Information

For Leasing Agents

Access Control Sheets

Barcodes

Rules and Regulations

For Property Managers

Adding to Guest List

Renting Out the Home

Community Rules

Contact Information

University Park Community Association

8301 The Park Boulevard

University Park, FL 34201

www.upcai-fl.com

University Park Community Association, Inc.

Attention: Kathleen Allen - Administrative Assistant

Phone: (941) 355-3888 ext. 103

Fax: (941) 355-6002

Email: upcai@upcai-fl.com

Steve Hatton, LCAM – Community Association & Property Manager

Phone: (941) 355-3888 ext. 104

Fax: (941) 355-6002

Email: shatton@upcai-fl.com

PBM@upcai-fl.com

Country Club Membership Information

Ann Backus—Membership Director

Phone: (941) 355-3888 x234

Fax: (941) 351-7778

Email: ABackus@universitypark-fl.com

For Leasing Agents

When a tenant occupies a home, there is a **separate and independently operated guest list** for the tenant's use. To accept responsibility for this guest list, the Access Control Sheet must be signed and returned (see information and instructions below).

The Access Control Sheet MUST be filled out completely and returned to University Park Community Association, Inc. via the Property Management Office by email or fax no less than 10 days prior to the tenant's arrival.

Both pages of the Access Control Sheet must be returned, and the document **MUST** be signed by the Tenant to be valid.

A lease agreement signed by the Tenant **MUST** be sent to University Park Community Association, Inc. via the Property Management Office no less than 15 days prior to the tenant's arrival. This document **MUST** also contain contact information for the Leasing Agent to whom questions and concerns should be directed. Please provide **AT LEAST** two different ways to contact the agent. **All leases MUST be at least 30 days.**

Prior to their arrival, it is the responsibility of the Leasing Agent to instruct the tenant to **check in at the Property Management Office** within 48 hours of arrival at the residence. At the time of check-in, a tenant will receive a booklet with basic community guidelines as well as guest list login instructions and gate passes or barcodes, if eligible (see below).

If a tenant should extend their lease, it is the responsibility of the agent and tenant to provide a written and signed agreement including new lease dates to University Park Community Association, Inc. via the Property Management Office prior to the original expiration date. **FAILURE TO DO SO WILL RESULT IN GATE ACCESS DENIAL DUE TO THE EXPIRATION OF THE ORIGINAL LEASE DATE.**

If a tenant should go **"month to month,"** it is the responsibility of the Leasing Agent to notify University Park Community Association, Inc. in writing via the Property Management Office **EACH** month regarding the tenant's intent to stay or vacate.

If a tenant should **leave earlier than the lease indicates**, it is the responsibility of the Leasing Agent to alert the University Park Community Association, Inc.

Tenants are **eligible for a barcode** at the cost of \$15.00 per vehicle, if the lease is 30 days or longer. To obtain a barcode, the Barcode Request Form must be completed and returned with a copy of the registration for **EACH** vehicle listed. If using a rental vehicle, the tenant must provide a copy of the rental agreement that shows the year, make, model, color, and plate number for that vehicle, as well as the dates for which the car will be reserved. A barcode allows access through the resident gates at the entrance/exit at University Park Lane and Honore Avenue, as well as at the main gatehouse entry at University Parkway and The Park Boulevard. If a tenant chooses not to obtain a barcode, they will receive a paper pass at the time of check-in. **This will provide them access at the gatehouse through the Guest Lane only.**

Tenants are not automatically entitled to Country Club/Membership privileges or use of facilities; however, tenants are welcome to join the club. Please Contact the Membership Director for more information.

Please DO NOT contact the gate staff for questions or concerns on gate access. Contact the Property Management Team via the information provided or stop by during office hours of 8:30am to 5:30pm, Monday through Friday, for help and information.

For Property Managers

It is the responsibility of the Property Manager to be sure that the **homeowner notifies the University Park Community Association, Inc., in writing**, of the Property Manager's enlistment.

It is the responsibility of the Property Manager to **obtain login information** to access the guest list from the homeowner directly. Neither the Property Management Team nor the gate staff are permitted to add to a guest list on behalf of a Property Manager.

Any and all changes to the exterior of a home or landscaping must be first approved by the **Architectural and Landscape Committee**. Please contact the Property Management Office for the Review Applications. All submissions should allow up to 15 days for approval.

If there is to be a **tenant** in the home, please refer to the Leasing Agent information above for proper procedures.

When a tenant occupies a home, there is a **separate and independently operated guest list** for the tenant's use.

When a tenant occupies the home, it is the responsibility of the Property Manager to be sure that a vendor or guest coming to the home **gives the appropriate name and address at the gate** corresponding with the guest list where the name can be found (i.e., give the tenant's name and address if on the tenant's guest list, or the homeowner's name and address if on the homeowner's list).

For complete relevant information and to view a copy of the community documents, please visit our website at www.upcai-fl.com.



Please refer to the checklist below to be sure all the proper forms are completed prior to your guest's arrival at University Park.

ALL RESERVATIONS MUST INCLUDE:

Access Control Form: This form provides us with the information we need to arrange a guest's access with the gate staff. Without it, a tenant will not be admitted through the gate.

Rental/Lease Agreement: It is extremely important that we have, in writing, proof that the guest has permission to occupy the home. Month to month agreements require a monthly submission, in writing, to retain access. This also applies to guests who decide to extend their stay. Please provide a revised agreement stating the new departure date. Please be sure the revised agreement is signed by all necessary parties, and allow ample time for processing. All leases are subject to a 30-day minimum.

Current Vehicle Registrations: In order to obtain barcode(s), all residents and members are required to submit a copy of their current vehicle registration for verification purposes. These registrations are stored on file for viewing by UPCA Staff only. For current barcode policies and procedures, please email upcai@upcai-fl.com or visit our website at www.upcai-fl.com.

Please send the above items to:

ATTN: Property Management Team

FAX: 941-355-6002

EMAIL: upcai@upcai-fl.com and PBM@upcai-fl.com