

COMMODORE CLUB OF MARCO, INC.
991 Collier Court, Marco Island FL 34145

GUEST AND LEASING PROCEDURES

Dear Commodore Club Owners:

To be compliant with Association DOC's and Rules and Regulations regarding guests (non-paying visitors) and renters, the following procedures have been put in place to respect the mutual enjoyment of our property and amenities.

Guests: Owners are required to notify the property managers at least ten (10) days prior of a guest arrival at Commodore Club when they are absent and to submit a completed "Guest (Non-Paying Visitor) Registration Form". (refer to page 6 of the Declaration 7.5 Occupancy in Absence of Owner) as amended April 16, 2025.

Leases: Owners are required to notify the Association or its property managers at least forty-five (45) days prior to a proposed rental (lease). Notification must include:

- Fully completed "Application for Lease Approval"
- Non-Refundable \$100.00 Application Fee payable to Commodore Club of Marco Inc.
- Copy of the Proposed Lease
- Completed Authorization for Background/Credit Check for each Applicant/Partner
- Copy of Valid Drivers' Licence or Passport of Primary Applicant
- Copy of Landlord Liability and Property Insurance
- Signed acknowledgement of receiving and reading Commodore Club Rules & Regulations.

In all circumstances, either a **Guest Registration Form** or **Application for Lease Approval** is to be submitted. Forms are available at the mailbox area or on the commodoreclubcondo.com website. Completed forms are to be returned to the Management mailbox or by mailing to Volhr Corporation, 1000 N. Collier Blvd. Suite 9, Marco Island FL 34145 or via e-mail to maintenance@volhr.com.

Board of Directors
January 2026