Quick Overview ~ Self-Managing

Owners who self-manage (no third-party managers allowed) must submit a Guest Registration Form for each reservation before the guest arrives. Each submitted form includes a $75 charge. Once I receive the form, I'll process the guest, invoice the owner, and send the pass or passes to the gate. This $75 fee is the same community service fee the rental office collects and ensures a parking pass is ready upon the guest's arrival. It gives guests peace of mind and allows the Front Gate staff to be aware of their arrival. If the Guest Registration Form is not submitted before the guest arrives, an additional $75 fee will be charged to the owner's account, bringing the total for that reservation to $75. Owners are responsible for preparing the guest check-in packet, coordinating unit access, arranging their own cleaning and maintenance services, and supplying your contact information for any issues your guest may have during their stay. Due to a conflict of interest, I'm only able to assist with general property questions and provide a property map if requested.

Payment Options

Option 1: ACH Authorization~ You can complete the attached ACH form and return it to me. This allows us to automatically process payments for all guest reservations from the previous month. After processing a Guest Registration Form, I will invoice you and note that the invoice amount will be deducted at the beginning of the following month.

Option 2: Bank Bill Pay~ You can use your bank's bill pay service to set up payments to Ocean Gallery at 4600 A1A South. You may either make one monthly payment covering all registered guests from the previous month or submit individual payments for each guest. You will be invoiced after each Guest Registration Form has been processed.

The most convenient option is the monthly automatic ACH payment, as it streamlines the entire process. Of course, any way you choose works for me.

the Ocean Gallery
St. Augustine Beach, FL