

REHOBOTH SHORES

26335 Goosepond Road

Millsboro, DE 19966

Phone: (302) 945 – 1500 Fax: (302) 945 – 9491

Lot # _____

April 2017

Dear Tenant:

Summer is coming soon, and our pool will open on Memorial Day weekend. We would like to remind you of the procedures of pool pass issuance for **2017**. Each home site will receive two seasonal passes at no charge. For each additional seasonal pass issued, there will be a \$2.00 dollar charge. The seasonal pool passes can be issued ONLY TO THE PEOPLE LISTED WITH THE OFFICE AS LEASEHOLDERS OR OCCUPANTS OF THE HOME (background check must have been completed on everyone over 18 years old and residing in the community). If you would like to add a person as an occupant, he or she must fill out a Background Check form, provide the office with the copy of state or federal identification, and pay \$35.00 dollar fee. GUESTS WHO ARE NOT LISTED AS OCCUPANTS OF THE HOME CAN BE ISSUED GUEST PASSES AT \$2.00 DOLLARS PER GUEST PER DAY. ONLY A LEASEHOLDER CAN REQUEST AND PICK UP SEASONAL OR GUEST POOL PASSES.

The Tenant Information Update Form must be completely and accurately filled out and returned to the office, even if pool passes are not being requested. POOL PASSES WILL NOT BE ISSUED IF THE UPDATE FORM IS NOT COMPLETED AND RETURNED. PLEASE NOTE THAT YOUR ACCOUNT MUST BE CURRENT IN ORDER FOR THE POOL PASSES TO BE ISSUED.

Please fill out all the forms and return to the office no later than Saturday, May 12th, 2017. The passes will be prepared prior to the opening of the pool and can be picked up at the office. POOL PASSES WILL NOT BE MAILED.

E-mail Address _____

Two passes at no charge:	Name	Age (if under 18)
_____	_____	_____
_____	_____	_____

\$2.00 passes for the season:	Name	Age (if under 18)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF YOU HAVE REQUESTED ADDITIONAL PASSES AT \$2.00 DOLLARS EACH AND DO NOT PICK THEM UP AND PAY, YOUR ACCOUNT WILL BE CHARGED. WE ALSO CHARGE \$2.00 DOLLARS FOR A REPLACEMENT PASS.

REMEMBER

Sincerely,

Connie L. Kauffman
Connie L. Kauffman
Property Manager

If you need guest passes, pre-plan to pick them up at the community office during business hours. The life guard cannot/will not issue seasonal or guest passes. Nor, can they collect any funds in exchange for pool privileges.

Tenant Information Update Form Returned: Yes () No ()