

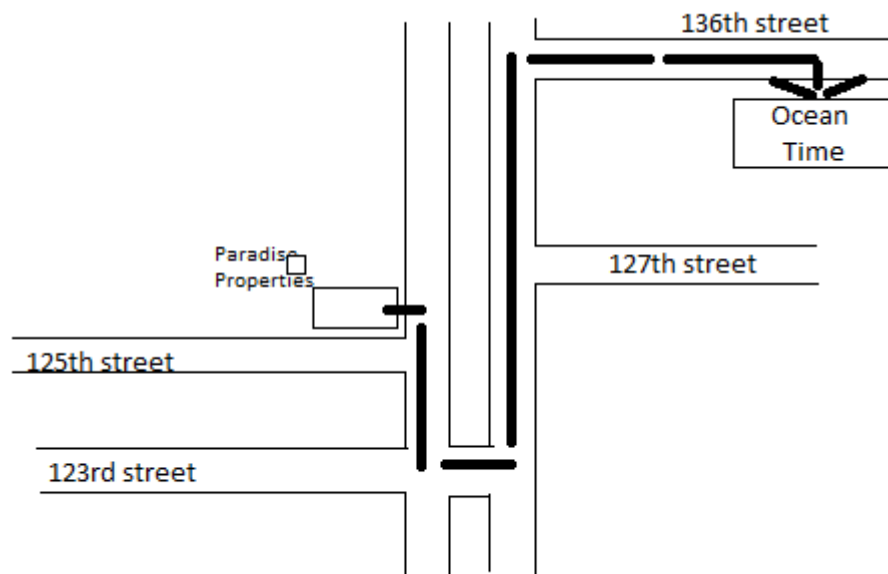
# Welcome to Ocean Time Condominium

13 136<sup>th</sup> Street, Ocean City, MD 21842

## Directions from Paradise Properties Office:

Turn right onto Coastal Highway; get into your left lane, at the 123<sup>rd</sup> Street light make a U-turn to head north. Go to 136<sup>th</sup> St., make a right at the light, OCEAN TIME will be on your right.

Parking lot is located in back of building



Enclosed in this envelope you will find your condominium unit keys, your unit Inventory Checklist and Maintenance Request Form along with an interval sales list. **Please fill out these two forms and place them in the key box by the elevator within 24 hours of check in.** If you have arrived after hours, please stop by our office the next business day to sign your registration sheet and to pay any charges that you might have.

The office location: 12505 Coastal Highway, Suite 11 Ocean City, MD 21842

Our office is located in the rear of the brick Bank of Delmarva building between 125<sup>th</sup> and 127<sup>th</sup> streets.

Office Hours: Monday through Thursday 9am – 5pm

Friday 9am-9pm Saturday 9am-1pm Sunday-Closed

If you should have an after-hours emergency, please call 410-250-1111 and there will be an emergency contact number on the machine. **This number is for EMERGENCIES only.** The emergency service is for MAJOR EMERGENCIES only, such as heating/ac problems, water leakage, etc., Messages are not checked afterhours. Non-Emergency calls should leave a message.

## Wireless Access

Network: Ocean Time Condo

Password: OTime136

Dear Owners & Guests,

Welcome to Ocean Time Condominium. We want you to have a very enjoyable vacation. Please feel free to call the office if you have any problems. In your room, you have a guest directory; it has useful information regarding Rules & Regulations, our resort and Ocean City.

Here are some friendly reminders:

Upon check-in, please take time to fill your Inventory Check List/Maintenance Request and drop it in the box by the elevators, so you will not be billed for any missing or broken items.

Please report any maintenance issues as soon as possible so we can try to have the problem fixed immediately by filling out the Maintenance Request Form that was provided in your check-in package and drop it in the key box on the first floor. It is checked throughout the day. Maintenance personnel are here most days until 4pm; problems must be submitted before 12:00pm on Monday.

**There is a switch in the hall for the hot water.** Please make sure to turn it on. Please make sure to keep the refrigerator temperature dials set to 3 to prevent the coils from freezing up.

**POOL:** From April 1 – October 31, Ocean Time Owners and Guests have access to the indoor pool at the neighboring condo, The Waves. Hours: 10am-10pm. The pool is on the second floor, a key for the pool is located on ONE of your key rings. From November 1 – March 31, the pool at the Gold Coast Comfort in is available for use. Passes will be provided at check-in, if requested.

**PETS:** ONLY OWNERS are allowed to have a pet in their unit. ONLY one (1) dog is allowed. NO CATS. Only one (1) dog less than 40lbs. The pet fee is \$125.00. This fee pays for the dander, hair and extermination charges due to allergies of owners and other guests. Please advise management before or during check-in if you have a dog. A \$200 charge will be assessed for an unreported dog after check-in.

Anyone that checks in after-hours must come by the office to register during our regular business hours.

Towing is enforced. Each unit is allowed 2 cars only. Additional parking is on 136<sup>th</sup> Street. Passes are not needed from Labor Day through Memorial Day.

Please observe the Ocean City Noise Control Ordinance that states quiet hours are from 11pm to 7am. Any disturbance should be reported to the office and violators will be warned or evicted.

Smoking is **NOT** allowed inside the units. A \$150 fine will be charged if there is evidence of smoking.

You are given a starter pack of paper towels, toilet paper, trash bags, etc...to get you by until you go to the store.

We ask your assistance in the following areas prior to your check-out:

- Place all dirty towels and bed linens by the washer and dryer.
- Wash all dirty dishes and replace to the original locations. There is a \$25 fine if dirty dishes are left.
- Replace all furniture to the original position if moved.
- Place all trash in bags and tie up. Please discard in the dumpster area.
- Please turn the hot water wall switch off and put the thermostat on 60 degrees/winter and 80 degrees/summer.
- Check all spaces for personal and/or food items you may have forgotten.

Upon checking out, you may drop your keys in the box by the elevators. Check-out time is 10am on Friday. There will be an extra charge for anyone leaving after 10am. Lost keys will result in a \$200 re-keying charge.

Any personal items found in a unit will be kept in the office for 7 days after your check-out date. Ocean Time is not responsible for lost or stolen personal items.

We are very excited to be working for Ocean Time and look forward to serving each of you.  
Sincerely, The Ocean Time Condominium Resort Staff