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## ATTENTION ALL RESIDENTS:

THIS IS A REMINDER THAT:

- 1. YOUR SITE RENT IS DUE ON THE 1<sup>ST</sup> OF EACH MONTH
- 2. FOR YOUR CONVENIENCE YOU MAY CALL THE OFFICE TO CHARGE YOUR CARD ON FILE OR BE PLACED ON AUTOMATIC MONTHLY PAYMENT.
- 3. YOU MUST COMPLETE YOUR SITE SERVICE AGREEMENT AND HAVE AN ACTIVE CREDIT/DEBIT CARD ON FILE AT ALL TIMES. THEY MUST BE TURNED INTO THE OFFICE WITHIN 24 HOURS OF YOUR ARRIVAL. IF BOTH ARE NOT RECEIVED YOU WILL BE ASKED TO LEAVE THE PARK IMMEDIATELY.
- PARK ONLY IN THE SITE YOU HAVE RENTED. IF YOU OR YOUR GUEST PARK IN A DIFFERENT SITE, YOU MAY BE BILLED A DAILY RENTAL CHARGE FOR THAT ADDITIONAL SITE OR TOWED AT OWNER'S EXPENSE. OVERFLOW PARKING IS AVAILABLE AT CAPTAIN'S DEN, IN FRONT OF THE OFFICE, AND BEHIND THE CAPTAIN'S DEN.

LATE FEE POLICY:

ALL ACCOUNTS ARE CHARGED A \$35 LATE FEE ON THE 3<sup>RD</sup> OF THE MONTH

ACCOUNTS WILL BE CHARGED AN ADDITIONAL \$35 LATE FEE EVERY 7 DAYS UNTIL YOUR ACCOUNT IS PAID IN FULL.

\*\*IF YOU ARE UNABLE TO COME INTO THE OFFICE DURING HOURS YOU MAY CALL THE OFFICE TO MAKE ARRANGEMENTS WITH THE STAFF ON CALL TO DROP OFF YOUR PAYMENT EITHER AT THEIR SITE OR THEY CAN MEET YOU AT THE OFFICE\*\*

## OUR OFFICE HOURS ARE:

MONDAY-SATURDAY 8AM – 2PM STAFF ARE ON CALL AFTER 2 PM UNTIL 8:30 PM SUNDAY STAFF ARE ON CALL AFTER 8AM UNTIL 8:30 PM

WE DO UNDERSTAND THAT UNFORESEEN CIRCUMSTANCES CAN ARISE THAT MAY CAUSE A PAYMENT TO BE LATE. IF THAT SHOULD HAPPEN YOU NEED TO LET STAFF KNOW BY THE 3<sup>RD</sup> SO THAT ARRANGEMENTS CAN BE MADE.

LASTLY, WHEN YOUR RESERVATION IS UP IT IS YOUR RESPONSIBILITY TO COME INTO THE OFFICE OR CALL BEFORE EXITING THE PARK TO PAY YOUR ELECTRICITY BALANCE AND CHECK TO SEE IF THERE IS A BALANCE DUE ON YOUR ACCOUNT. IF ACCOUNT HAS A BALANCE, PER THE SITE SERVICE AGREEMENT, YOUR CARD ON FILE WILL BE CHARGED THE FULL AMOUNT DUE IF YOU HAVEN'T ALREADY PAID.

THANK YOU RANSOM ROAD RV PARK MANAGEMENT