

# **PUERTO MARINO STAGE 1.** **“LETTINGS CHARTER”**

**Part 1. Introduction (for proprietors)**

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**Part 2. Letter to the tenants or guests**

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**Part 1. Introduction**

This document has been introduced to help resolve some of the difficulties caused by the influx of our summer visitors, mainly holidaymakers who rent properties for short periods and also in some cases, longer term tenants. The contents also apply in part to the relatives and friends of proprietors who are allowed the use of property on an informal basis. The Charter should not be seen as being dictatorial, many of the conditions listed are already incorporated in the Legal Regulations of the Community and pool rules and it is hoped that the contents will be seen as sound advice.

All visitors should be able to enjoy our facilities in safety without causing any inconvenience or disturbance to the residents.

It is clear that many proprietors have a responsible attitude to letting their property, however; experience has shown that there are an equal number whose only interest is in its letting potential. They have no interest in the urbanization as a community and they fail to inform their tenants of even the basic rules that we have for living here.

All Proprietors have an obligation and responsibility to ensuring that the urbanization is maintained and managed in a manner that will help to ensure our quality of life and the attractiveness and value of our homes.

Puerto Marino is a residential urbanization and its residents, many of whom have invested their future here are protected in law by that status.

Tenants and guests of proprietors are welcome and indeed many have returned to become friends but all should be made aware that when they choose to come here on holiday, it is to a residential urbanization and not a holiday complex.

President

# **“LETTINGS CHARTER”**

## **Part 1a: PROPRIETORS’ RESPONSIBILITIES**

The responsibilities of the proprietor are documented in;

**The Legal Regulations of the Community of Proprietors Urbanization Puerto Marino** which are authorized in Law by the **Housing Act 49/1960 July 21<sup>st</sup>** modified by **Law 8/1999 of April 6<sup>th</sup>**.

The relevant Article of the Legal Regulations or Housing Act (HA) is quoted where applicable. In other cases, for your own and the community’s benefit we ask for your cooperation in accepting and heeding the advice given in the spirit in which it is intended.

- 1. Article 31.** The intention to let your property should be advised to the Administrator or President on the registration form provided at **1b**. It should be noted that it is a requirement to inform, and is not a request for permission, however;  
**Article 30:** Failure to inform could deny your tenants the right to use facilities such as the Swimming Pools.
- 2. Letting:** The Laws governing the letting of property are complex and it is advised that a responsible agent is used. This will help to ensure that your property is maintained properly and protected against bad tenants. It will also ensure that your letting is registered legally with the appropriate authority such as the Ayuntamiento and the Valencian Tourist Office.
- 3. HA. Community Fees** will remain the responsibility of the proprietor. Failure to pay community fees will deny your tenants the right to use the urbanization’s facilities and can ultimately lead to recovery of debts through legal procedure.  
You are advised to arrange for a direct debit to ensure that your fees are paid annually.
- 4. The letter at Part 2 (Welcome and introduction to Puerto Marino) and the list of rules at 2a:** should be given to your prospective tenants at the time of booking. This is when they will be at their most attentive and interested in their coming holiday. A copy should also be posted prominently in your property and lodged with the Letting Agent. Extra copies in English and Spanish can be supplied or you can download them from the community’s website: [www.puertomarino.es](http://www.puertomarino.es) .  
It is important that your tenants read and have these letters and rules available as they contain important emergency and safety information. It is required that you complete the necessary address information with regard to calling the emergency services and other information.
- 5.** Please ensure that your tenants are given the necessary keys and remote controls of your designated car park, if applicable. This will help to ease congestion and keep access to other properties clear of obstruction.

**Thank you for your cooperation.**

**“LETTINGS CHARTER”**  
**REGISTRATION FORM**

**PART 1B**

To comply with the requirements of Articles 30/31 of the “Legal Regulations of the Community” it is required that you inform the Administrator of your intention to let your property. Please complete the details below. If you have already let your property, please complete the form in retrospect.

The information is required, so that if we should require to approach a tenant about, for instance, a minor matter regarding the Legal Regulations, we could do so in the same way that we would approach a resident proprietor.

In the event of a serious breach of the regulations or disturbance, we would of course contact yourselves or your letting agent.

Your Name: \_\_\_\_\_  
Property Number: \_\_\_\_\_  
Contact telephone No: \_\_\_\_\_  
E-mail \_\_\_\_\_

The Name and address of your  
Letting Agent: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_

Is your intended Letting to be: (Tick as Appropriate)  
A holiday let: \_\_\_\_\_  
Longer term let: \_\_\_\_\_

In the case of a long term let  
The name of the tenant: \_\_\_\_\_  
Contact telephone No \_\_\_\_\_

Please be assured that the information provided is only required in the interests of the Community and will not be used for any other purpose or disclosed to any other party.

We look forward to your cooperation.

The form can be downloaded online at [www.puertomarino.es](http://www.puertomarino.es) and returned via the following email addresses:-

The President: [president@puertomarino.es](mailto:president@puertomarino.es)  
The Administrator: [afcastells@gmail.com](mailto:afcastells@gmail.com)

Alternatively by mail or fax. The Administrator’s details are on the minutes of the AGM.

President

# **“LETTINGS CHARTER”**

## **Part 2**

### **Welcome to Puerto Marino**

On behalf of the residents, we welcome you to our urbanization and sincerely hope that you enjoy your stay, whether you have a long term let or are here on holiday. We have excellent facilities such as the two pools, beaches close at hand and good local amenities such as shops, bars and restaurants. It should however, be remembered that this is a residential urbanization and home to many of us throughout the year. It is not a holiday complex.

You will find that management of the urbanization is a little different from what you have at home. The facilities are the property of the community as a whole, the maintenance of which is paid by the proprietors through their annual Community Fees.

The urbanization is managed by an elected board of representatives, headed by the President and with a Spanish Administrator who looks after our accounts and maintenance. We have Legal Regulations which are designed to ensure that our standards are maintained and to help ensure that we all have a safe and pleasant environment to live in. They are essentially a code of practice for living here and are enforceable in law. Non-compliance or disruptive behaviour may lead to measures ranging from the lessee being denied the use of facilities such as the pool to the application of a court order for eviction. We would, however, much prefer your cooperation in observing them.

A full copy of the Legal Regulations should be available in your rented accommodation. For those of you on short holiday visits, a list of essential rules and other important information and advice can be found overleaf which should cover what is relevant for your stay.

Should you need any further advice or information, I am sure that an approach to a resident will be met with friendly cooperation. We just ask that you respect our community and environment and hope that you enjoy your stay.

President of the Community.

# **“LETTINGS CHARTER”**

## **Part 2a**

### **Rules Information and Advice**

The following is a list of rules, information and advice, which we consider to be essential for your stay in Puerto Marino:

**To call the EMERGENCY SERVICES, TELEPHONE 112.**

Your Address is Puerto Marino, Avenida Finlandia \_\_\_\_\_ Puerta \_\_\_\_\_

**The Avenida Finlandia No** is the number on the blue street sign on your block.

**Puerta** is the number of your gate. These numbers are essential for the emergency services to identify your location.

### **In the Pool**

**The pool rules are prominently displayed in the pool area. The following are important:**

The pool is only to be used between 9am and 10pm

**The following is compulsory:**

It is compulsory to shower before entering the water for reasons of hygiene.

**(Additionally, excessive suntan oil in the water will block the pool filters.)**

Children under 10 years and non-swimmers must be accompanied at all times.

Babies must wear swim pants and have one to one supervision in the water.

**The following is not permitted in the pool area:**

Smoking and consumption of Alcohol

The use of large inflatables, airbeds and hard balls such as swing balls and footballs.

Food or drink in glass containers.

Topless sunbathing or swimming. **(Please remember that this is a family pool, if you want to go topless: Go to the beach)**

Playing or diving in a manner which may cause injury or inconvenience to other pool users.

Food waste and babies nappies are to be taken away immediately.

**The pool attendant or, in his absence, any resident is authorised to ensure that the pool rules are obeyed.**

### **In your Accommodation: No noise between Midnight and 10am.**

Please remember that sound will travel between houses. This is a particular problem in terraced houses and flats, where loud music and voices and doors being closed hard including wardrobe doors may reverberate through two or three houses. Remember that your neighbours may not be on holiday and will possibly be working the next day.

**Unauthorised parties in communal areas and car parks are not permitted.**

**Car Parking:** Please park only in the designated parking space for your accommodation. If it is necessary to park on the road, please ensure that you do not park in a manner that will obstruct the access areas of other properties and the car parks.

### **Rubbish Disposal:**

For the disposal of household waste please use the containers near the supermarkets, which are emptied daily.

On behalf of the residents, thank you for your cooperation