

# 2026 Rental FEE Policy

## Revised June 1, 2026

### Rental Fee Policy

#### **Rental Fee Determination and Required Documents:**

The GSHA will determine the rental fee for each rental using the reservation details confirmation submitted by the Rental Homeowner or their representative from the rental platform (e.g., VRBO, Airbnb or rental agency). A forwarded email or pdf of that confirmation must be emailed by the Rental Homeowner or their representative to [rentalrecords@gowdyshores.org](mailto:rentalrecords@gowdyshores.org).

If the rental is not placed through a rental platform, the Rental Homeowner must email a pdf of the signed rental contract showing the rental rates to [rentalrecords@gowdyshores.org](mailto:rentalrecords@gowdyshores.org). The GSHA rental fee will be 1.5% of the total contract for each rental booking minus rental agency or cleaning fees.

In addition, the Rental Homeowner or their representative must complete the Rental Information Form for each rental booking. All applicable documents (Rental Information Form, confirmation notice, and/or contract) must be submitted at least three (3) business days prior to the rental period. Forms received subsequent to that date may be assessed a late fee under the GSHA Billing Policy in addition to the rental fee.

#### **Billing:**

At the end of each calendar quarter, GSHA will send a report of the rental fees due for the rentals during that quarter to Harbor Cove Management. During the following month, Harbor Cove Management will send invoices to Rental Homeowners who have incurred rental fees for the previous quarter.

The quarterly rental fee payment is due 30 days after the invoice date. A late fee will be assessed on any unpaid portion of the rental fee invoice in accordance with the GSHA Billing Policy.

#### **Rental Fee Disputes**

If a Rental Homeowner does not agree with the GSHA rental fee calculation, they must send an explanation of why they do not agree to: [rentalrecords@gowdyshores.org](mailto:rentalrecords@gowdyshores.org) before the due date of the rental fee invoice. The explanation may include documentation to support the claim (e.g., signed rental contract). The Board will review the disputed claim and respond expeditiously.