

Welcome to the

Oceanside Inn Owners



Vacasa Management Office

1333 Miracle Strip Parkway
Fort Walton Beach, FL 32548
Phone: (850) 650-0807

Contact Your Vacasa Management Team

Email: oceansideinn@vacasa.com

Teddy Edwards, General Manager

Email: teddy.edwards@vacasa.com

Community Association Manager

Email: oceansideinn@vacasa.com

Accounting Team

Email: vcam.florida@vacasa.com



Enclosures

- Owner Portal Instructions
- Accessing Association Documents
- ***Action Needed: Owner Info Form to Complete:** This will assure we have the correct information on file. Please update the attached form and send back to us at cam@vacasa.com

Important Information

1. ***Action Needed:** Today you will receive an email from AppFolio to set up your owner portal. It is important that this be set up. If you have any troubles, please contact cam@vacasa.com You may also go to vacasa.appfolio.com/connect to set up your account.
2. ***IMPORTANT*** Please pay your 3/1/22 dues according to your existing process. Your 4/1/22 dues will be paid via autopay through your AppFolio owner portal.
3. For after hours maintenance emergencies, please contact the Front Desk or our emergency line 800-544-0300.
4. Maintenance requests can be submitted online through your [AppFolio owner portal](#) or by calling the Front Desk.
5. To view or download copies of your governing documents, please login to your [AppFolio owner portal](#) and select "Documents" on the left hand side.
6. To update contact information and communication preferences, please go to your owner portal and select "Account Profile" on the left hand side.

Owner Portal Instructions

Appfolio Owner Portal allows you access to view and make changes to:

- Autopay through AppFolio (available 4/1/22).
- Allows Payment via ACH - **through the AppFolio Owner Portal** (free of charge) or credit card (small convenience fee) or Contact Information
- Submit Maintenance Requests
- Submit Architectural Review Application
- Update Renter Information

Tips

- Download the Appfolio Mobile App by searching “Online Portal by AppFolio” in your Mobile App Store. [Android, iPhone](#)
- Go to vacasa.appfolio.com/connect to create an account.
- If your condominium is part of Vacasa’s vacation rental program, you can access your rental performance and owner account at: <https://owners.vacasa.com/login>

AppFolio currently serves 4 million clients, representing over 15 million dwellings, and was designed to provide community association homeowners and leadership with increased visibility into their association activities and accounts. We look forward to seeing your association benefit from features like:

- Dedicated board and homeowner portals providing access to important association documents
- Mobile-friendly access
- Ability to request maintenance for association property through your online portal (maintenance will be performed subject to Board of Directors review and approval)
- Robust reporting capabilities for association leadership

Rental Management with Vacasa

If you are not already a partner, the Vacasa rental team would love to tell you our story of how our local team along with our powerhouse central booking machine can provide you with outstanding customer service along with maximizing your rental income. Contact us today!

Mike Flannery

Sr. Sales Executive

mike.flannery@vacasa.com

386-872-8455

Owner Information Form

Unit Address: _____

Owner(s) Name: _____

PRIMARY CONTACT INFORMATION - REQUIRED

(This is the contact information used to convey official notifications and documents)

Primary Mailing Address: _____

City, State, ZIP: _____

Primary Phone Number: _____ () Landline () Mobile

Primary Email Address: _____

SECONDARY CONTACT INFORMATION

(This contact information is optional and may be used when primary contact is unreachable)

Secondary Phone Number: _____ () Landline () Mobile

Secondary Email Address: _____

Emergency Contact: _____

This unit is a: Short Term Rental Long Term Rental Primary Residence

(If your unit is a rental, kindly provide management company information)

Management Company Name & Contact Info: _____

VEHICLES

Year: _____ Make: _____ Model: : _____ Color: _____ License Plate: _____

Year: _____ Make: _____ Model: : _____ Color: _____ License Plate: _____

CONSENT AND AUTHORIZATION FOR ELECTRONIC COMMUNICATION

__ Yes, I do hereby consent to receive meeting notices, statements, and other communications via electronic mail.

_____ I do / _____ I do NOT, want my email and/or telephone contact information published in the owners

Directory. Owner Signature(s): _____

Date: _____

Please complete, sign, and return this form via email to CAM@Vacasa.com or mail to:

ATTN: CAM
1333 Miracle Strip Parkway
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