

**FOREST CREEK VILLAS CONDOMINIUM ASSOCIATION
A 55 AND OLDER COMMUNITY
C/O GUARDIAN PROPERTY MANAGEMENT
6704 LONE OAK BLVD
NAPLES, FL 34109
PHONE 239-514-7432 FAX 239-514-7759**

RENTAL APPLICATION FOR APPROVAL

**Please note all applications must be hand delivered
or mailed, emailed applications are not accepted at this time.**

PROPERTY ADDRESS:

UNIT:

OWNED BY:

LEASE START DATE: _____ LEASE END DATE: _____

We represent that the following information is complete and true, and agree that any misrepresentation in this application will justify automatic rejection. I (We) consent to additional inquiry concerning this application, and if requested will agree to an appearance before the Board of Directors for further questioning.

In order to process this application, the following items **MUST be included:**

	A signed copy of this completed application
	A non-refundable check in the amount of \$150.00 made payable to Forest Creek Villas Condominium Association for processing.
	A copy of the signed and dated executed LEASE Agreement
	Payment for background and credit screening \$75 per person (18 years or older who is on the application) , made payable to Guardian Property Management. Note: For Canadian citizens: \$100 per adult. For other International screenings, please call Guardian for pricing.
	Provide a copy of Driver's License or photo I.D. for each applicant (18 years of age or older). Passport for International.
	I/We have reviewed the attached FCVCA Bylaws Summary and signed the Acknowledgement page.
	I/We have filled out and signed the attached Pet Approval Form.

If you have further questions or concerns, visit Forestcreekvillas.com.

The Board of Directors has 14 days to approve or disapprove your application. Please have your completed application turned into our office at least 20 days prior to occupancy.

3/14/23

Applicant's Name _____ **SS#** _____ **DOB** _____

Current Address _____ **City** _____ **State** _____ **Zip** _____

How long at current address? _____ **Rent or Own?** _____

If renting, include current Landlord Name and Contact: _____

Prior Address _____ **City** _____ **State** _____ **Zip** _____

Applicant's: Phone # _____ **Email** _____

Co-Applicant Name _____ **SS#** _____ **DOB** _____

Current Address _____ **City** _____ **State** _____ **Zip** _____

How long at current address? _____ **Rent or Own?** _____

If renting, include current Landlord Name and Contact: _____

Prior Address _____ **City** _____ **State** _____ **Zip** _____

Co-Applicant's: Phone # _____ **Email** _____

Citizen of U.S? Yes or No? _____ **Co- Applicant?** Yes or No? _____ **If not US citizen, please provide passport.**

Driver's License # _____ **Co-Applicant License#** _____

Current Employment _____ **How Long?** _____

Address _____ **Phone #** _____

Co-Applicant's Employment _____ **How Long?** _____

Address _____ **Phone #** _____

Vehicles – Each Unit Has Two Parking Spaces. Vans, Motorcycles, Campers, Trailers are not allowed per Forest Creek Villas Association Condominium Bylaws.

Make of Car _____ **Year** _____ **License#** _____ **State** _____

_____ **Year** _____ **License#** _____ **State** _____

Please state the name, relationship, and age of all other persons who will be occupying the unit. Forest Creek Villas Condominium is an age 55 and older single family residence. All occupants are subject to background and credit checks.

3/14/23

NAME

RELATIONSHIP

AGE

D.O.B.

Person to be notified in Emergency:

Name: _____ Phone _____ Email _____

Person to be notified with approval or disapproval of application:

Owner or Firm/Agent Handling the Lease _____ Phone# _____

Owner or Firm/Agent Email: _____

I am aware of and agree to abide by the Declaration of Condominium, the Articles of, Incorporation, Bylaws and any all properly promulgated rules and regulations in effect within the term of the my (our) ownership. I acknowledge all these documents are recorded in the public recorded in the public records of Lee County, Florida and are available for inspection during regular business hours at the Lee County Courthouse and on-line at ForestCreekVillas.com.

I am aware that a criminal background screening and credit check will be done and I give my approval. There is a \$75 charge per adult. The fee is \$100 per adult for Canadian citizens. Make the check payable to: Guardian Property Management. For other international screenings, please call Guardian for the cost.

Buyer Application Signature

Date

Buyer Application Signature

Date

Approved By Board Member

Date

ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION.

RETURN YOUR APPLICATION & DOCUMENTS TO: Guardian Property Management, 6704 Lone Oak Blvd., Naples, Florida 34109

3/14/23

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**PET APPROVAL FORM
TO BE SUBMITTED WITH PURCHASE OR RENTAL APPLICATION**

_____ I do not have a pet at this time.

_____ I understand that falsification of the information or failure to register my pet will result in revocation or denial of my approval by the Board of Directors.

_____ I further understand that I am fully responsible for the action of my pet and for my guests or visitors pet, and have read the Rules and Regulations regarding the control of my pet.

_____ I understand that this Pet Approval is only for this pet and expires when the pet is no longer on the property.

_____ I understand that only one pet per unit is allowed at a weight not to exceed 45 pounds. My guests may have one pet whose weight may not exceed 35 pounds.

_____ I will provide all current veterinarian records with this application.

TYPE OF PET _____ WEIGHT _____

BREED _____ WEIGHT AT MATURITY _____

PROPERTY ADDRESS AND UNIT _____

Signature of Proposed New Tenant

Date

Signature of Proposed New Unit Owner

Date

Association Approval
2023

Date

FCVCA BYLAWS SUMMARY ACKNOWLEDGEMENT

Forest Creek Villas Condominium Association

Property Address: _____

Unit: _____

Seller: _____

Tenant (If Applicable): _____

The undersigned hereby acknowledges they have received and read the FCVCA Bylaws Summary. In addition, they agree to abide by the FCVCA Bylaws in its entirety. ***Every person listed on the application must sign below.***

A complete copy of the Bylaws can be downloaded from the website: ForestCreekVillas.com.

Received by:

Buyer/Lessee _____ Date _____

Buyer/Lessee _____ Date _____

Buyer/Lessee _____ Date _____

Buyer/Lessee _____ Date _____

Note: After signing above, this form must be submitted to
Guardian Property Management along with the
Application for Purchase or Rental Approval forms.
Please keep the FCVCA Bylaw Summary for your reference.

**FAILURE TO SIGN AND RETURN THIS FORM
MAY RESULT IN THE DENIAL OF YOUR APPLICATION**

Forest Creek Villas Condo Association BYLAW SUMMARY

The Bylaws govern and should be consulted directly for a more precise interpretation.

Forest Creek Villas Condominium Association (FCVCA) is a 55+ community, with emphasis on community. It is managed by Guardian Property Management in Naples, Florida and a five-person Volunteer Board of Directors, assisted by several volunteer committees. Participation is the key to the successful running of the community. Owners are kept informed of activities through EMAIL blasts, postings at the pool and dumpster area and on the FCV website (www.forestcreekvillas.com) – check it often.

Prior to acquisition or lease of a unit, an application must be submitted to Guardian Property Management at least 20 days prior to closing or occupancy. It will be reviewed, and approved or denied by the FCVCA Board of Directors.

The SUMMARY of the FCVCA Bylaws is below. The complete Bylaws are available on the home page of the FCVCA website at www.forestcreekvillas.com.

- **AGE:** As a 55+ community, a person must be aged 55 or more to own or rent.
- **BACKGROUND AND CREDIT CHECK:** All owner and rental applications are subject to a background and credit check. If the person seeking approval has been convicted of a crime involving violence to persons, a crime demonstrating dishonesty or moral turpitude, any felony, or sexual offense of any nature, a record of financial irresponsibility, including without limitation prior bankruptcies, foreclosures or bad debts, a history of disruptive behavior or the disregard for the rights and property of others as evidenced by his or her conduct in other social organizations or associations or by his or her conduct in this condominium or other residences as a tenant, their application may be denied.
- **BOUNDARIES OF THE UNIT:** Your ownership and responsibility include everything that is inside of the ceiling and exterior wall drywall and from the unfinished slab up, as well as all utilities that serve your unit alone (electric and water from the meters on). Finishes on the floor, ceilings, and exterior walls and everything else inside the unit is the owner's responsibility.
- **EXPENSES:** As a condominium community, all expenses are shared equally by way of a quarterly assessment, payable directly to our Management company. Special assessments for unusual, unplanned events are possible but rare. Late or non-payment will result in penalties.
- **MAINTENANCE:** The Association is responsible for all exterior maintenance of the structures EXCEPT for screens, screen doors, windows, gutters, lanais and downspouts. The Association maintains the grounds outside of the drip line (roof edge) of each unit, except for owner added landscape modifications.

Forest Creek Villas Condo Association BYLAW SUMMARY

- **APPEARANCE:** Owners are required to maintain the exterior appearance of their unit, including but not limited to the maintenance and trimming of the dripline and other owner added landscape plantings.
- **MODIFICATIONS:** Unusual for a condominium, owners may be permitted to make land and hardscape changes around their units. Plans must be submitted on an ARC Review Form (available on the website) and submitted to the Management company. It will then be reviewed by the Board of Directors. **Do not give the contractor a non-refundable deposit or schedule the work until your ARC request is fully approved.** Please allow up to two weeks for an approval response from the Management company and the Board of Directors.

Any changes made by an owner become the sole responsibility of the owner and all future owners of the unit. If a modification must be removed for access to public utilities then that cost, and replacement costs are borne by the owner. Modifications done without Board approval are subject to forced removal at homeowner's expense and a possible fine.

- **GUESTS:** The owner may permit guests to occupy the unit, as follows: A reasonable number of guests are permitted, not to exceed four. First degree relatives can stay an unlimited amount of time. Non related guests are limited to 30 days or less with only 4 occurrences in a calendar year. A guest is not allowed to pay rent. Minor guests under age 16 are limited to stays not to exceed 14 days per stay 2 times per year.
- **PETS:** Owners and Lessees may have one domestic pet not larger than 45 pounds. Pets must always be on a leash when outside the unit. Owners and Lessees must pick up waste after their pet. Guests may have one pet not larger than 35 pounds. There shall never be more than two pets in total per unit, one per owner and one per guest.
- **NUISANCE:** No use or practice may be permitted on the condominium property which is deemed to be a nuisance. All units shall be kept clean and free of trash and debris. No business shall be conducted from a unit.
- **RENTALS:** Rentals are permitted but limited. The minimum rental period is 90 days and there can be no more than five units rented at any one time. The current rental schedule can be found on the FCVCA website. A Lease Application must be submitted to the Management company and Board of Directors and the acceptance criteria are essentially the same as for a new owner. Renters also have the same rights, privileges, and responsibilities as an owner, with the exception of voting.
- **VEHICLES:** The following vehicles may NOT be kept on the condominium property: commercial vehicles, off-road vehicles, boats, motorcycles, trailers, RVs or camper trailers.

Forest Creek Villas Condo Association BYLAW SUMMARY

- **TRASH:** There is a centrally located dumpster court. There are two dumpsters, one for household trash and one for recyclables. On the fence adjacent to the dumpsters is a notice board that includes tips on the use of the dumpsters. Keep the area around the dumpsters clean and do not over fill. Please flatten cardboard boxes before disposal.

The dumpster for household trash may also be used for small amounts of minor construction debris. If you have a major project, your contractor must remove the debris. If you do not comply, you may be fined for the removal of the item(s). Yard waste can be piled at the end of your walkway for the landscaping company removal.

- **BULK WASTE:** There is one Bulk Waste pick up date per month, without charge. Examples of bulk waste items are old appliances, hot water tanks, mattresses and large furniture items. An eBlast will be sent out to owners to announce the date for that months FREE pickup. Please put the items out at the end of Goodwin Street near the gate in the grass **the day before the pick-up date.**
- **MEETINGS:** The Annual Meeting is held in February, the Budget Meeting is held in December and Board of Directors meetings are held at intervals during the season with notice to all owners (Nov. to Apr.). The Meetings are well attended and owners are encouraged to attend for voting purposes, discussions, questions and other important information.