



KW PROPERTY MANAGEMENT & CONSULTING

New Resident Information

Naples Reserve Homeowners Association

Please print clearly

Closing Date: _____

Property Address: _____

Property Owner (1): _____

Email Address*: _____

Home Phone: _____ Mobile Phone: _____

Property Owner (2): _____

Email Address*: _____

Home Phone: _____ Mobile Phone: _____

Preferred Mailing Address: _____

City, State and Zip Code: _____

**Emails provided will be added to our email distro for weekly HOA community, Sports & Fitness, and event updates.*

Select One: Seasonal Full-time Resident

If seasonal, what months are you typically in residence? _____

Occupant Information (in addition to property owner(s)):

Name: _____ Relationship to owner: _____

Home Phone: _____ Mobile Phone: _____

Email Address (if you would like them to receive HOA emails): _____

Name: _____ Relationship to owner: _____

Home Phone: _____ Mobile Phone: _____

Email Address (if you would like them to receive HOA emails): _____

Emergency Contact Information:

Name: _____ Relationship to owner(s): _____

Home Phone: _____ Mobile Phone: _____

Vehicle Information:

- Check this box if you only have rental vehicles

New residents will receive two car stickers during orientation. If you would like to purchase additional car stickers (\$25 each), please check the box and the office will have additional stickers activated for you. Please bring check or credit card (2.9% fee) to pay for sticker when picking up welcome packet.

Free Sticker: Make: _____ Model: _____ Color: _____

Year: _____ Tag# _____ State: _____

Free Sticker: Make: _____ Model: _____ Color: _____

Year: _____ Tag# _____ State: _____

Purchase? : Make: _____ Model: _____ Color: _____

Year: _____ Tag# _____ State: _____

Purchase? : Make: _____ Model: _____ Color: _____

Year: _____ Tag# _____ State: _____

Return this completed form at least 10 days prior to closing.

Email to: naplesreserveadmin@kwpmc.com

Important Information for New Homeowners

- On the day of your closing, you will receive an orientation email from the HOA office with all the new homeowner information you'll need to get settled; along with where/when you can pick up your community access.
- A 4-digit gate access PIN will also be provided in that orientation email; you can call, email, or visit the office to change your PIN after closing.
- In order to expedite your HOA account creation, the HOA office requests a copy of your HUD (Closing Disclosure) and Warranty Deed after closing. Your title company will send the requested documents to our corporate office (and they should), but that will delay the account creation anywhere from 2-8 weeks. Documents provided to the HOA office will expedite the HOA account creation to 10 business days or less.
- Your email orientation will also include information on upcoming virtual orientations with the General Manager and Activities Director.
- **Please notify the HOA office immediately if your closing date changes.**