

Naples Reserve Homeowners Association, Inc.
c/o KW Property Management & Consulting, LLC
14891 Naples Reserve Circle
Naples, FL 34114
Phone: (239) 231-4188
NaplesReserveAdmin@kwpmc.com

APPLICATION FOR APPROVAL TO LEASE

*****HOA OFFICE MUST RECEIVE THIS COMPLETED APPLICATION NLT 30 DAYS BEFORE OCCUPANCY. PLEASE ALLOW 15 BUSINESS DAYS FOR THE HOA TO PROCESS THE APPLICATION *****

Please type or print legibly the following information:

Lease Start:	Lease End:
Lease Address:	

Applicant Information:

Lessee Name (1):		
Email:	Phone:	
Lessee Name (2):		
Email:	Phone:	
Current Home Address:		
City:	State:	Zip Code:
Business/Profession (applicant 1):		
If retired, former profession:		
Business/Profession (applicant 2):		
If retired, former profession:		

The Documents of Naples Reserve Homeowners Association, Inc. provide an obligation of unit owners/lessees that all units are to be used as Single-Family Residences ONLY. Please state name, relationship, and age of all other persons who will be occupying the unit on a regular basis, 18 and over (other than applicants). All full-time occupants over the age of 18 are required to fill out a Background Consent.

Name	Relationship	Age/DOB

Have any of the applicants ever been convicted of a felony or crime involving violence to persons or property?

If so, please provide full details on separate sheet of paper and return with application

Person to be notified in case of an emergency:

Name:	Relationship:	Phone:
Address:		

Cars to be kept at Naples Reserve:

☐ Rental Cars Only

Make / Model	Year	Color	License Plate	State

If tenant is using a rental car, they are required to provide the above car information to the HOA office upon arrival to the community.

Will you have pets on the property?☐ **Yes**☐ **No**

If you will have pets on the property, please fill out the Pet Registration form (to include a photo of each pet).

Please ensure all boxes are checked off on this list before submitting to the HOA.

Lease Application Check List:

- ☐ **Completed Application (this form).**
- ☐ **I have read the Rules and Regulations for the community (all the occupants 18 years and older). To be furnished by homeowner or realtor.**
- ☐ **I have provided a copy of a valid Driver's License for all occupants 18 years and older.**
- ☐ **I have provided a legible copy of the complete Lease Agreement signed by both parties.**
- ☐ **I have completed the consent for Brown's Background Checks for all occupants over the age of 18.**
- ☐ **\$100 application fee per single person or couple (married/significant other) (Please make check payable to: Naples Reserve HOA). Personal checks or credit cards only (credit incurs a fee); cashier's checks and/or money orders are not accepted.**
\$100 each = \$_____
- ☐ **Requested number of amenity FOBs (pool and fitness center):**
Maximum FOBs are one (1) per adult on lease _____ x \$25 each = \$_____
- ☐ **Requested number of car stickers (for access to the front gate):**
Maximum 2 Stickers _____ x \$25 each = \$_____

Total amount of check provided (application fee(s) + requested FOBs + car stickers)
= \$_____

A gate PIN will be provided to the tenant via email one day prior to the start of the lease.

ALL FEES AND ACCESS FOBS/CAR STICKERS ARE NON-REFUNDABLE AND NOT RETURNABLE. The purchased FOBs/Car Stickers will be deactivated at Midnight on the last day of the lease; they do not need to be returned to the office.

For questions regarding the status of the lease application or any other leasing questions, the tenant should reach out to the homeowner or real estate agent directly.

The day prior to the start of the lease, the tenant(s) will receive an email from the HOA Office with all the information needed to get settled in the community; including where/when to pick up any purchased access.

I/We have read, and agree to abide by, the Declaration and any and all properly promulgated Rules & Regulations of Naples Reserve Homeowners Association, Inc.

Lease Applicant Signature: _____ **Date:** _____

Lease Applicant Signature: _____ **Date:** _____