



Naples Reserve Leasing Policies and Procedures

- 1) The HOA will not accept lease applications piecemeal. The homeowner/agent must submit a complete packet; the HOA does not accept lease applications directly from the tenant.
- 2) In order for the HOA Office to correspond with a realtor/rental agency, the deeded homeowner is required to sign the Lease Realtor Release form designating a POC prior to the submission of the lease. Lease Realtor Release forms will be held for one (1) year.
- 3) The homeowner is responsible for ensuring the tenant is aware of the Rules and Regulations at Naples Reserve by furnishing a copy of the aforementioned. A copy of the Rules and Regulations can be found on the Naples Reserve HOA website.
- 4) The HOA has 15 business days to review and approve the lease application from the receipt of a completed packet (to include payment).
- 5) Lease application fees must be paid by either personal check or credit card; no cashier's checks or money orders. Credit cards incur a fee (2.9% Visa/MC and 3.9% Amer Expr). Checks are processed via ACH; the check will appear as a debit from ClickPay. Stop payment on lease application checks (from either the homeowner, tenant or realtor) will incur a \$45 fee to the owner (will not be waived).
- 6) The homeowner/agent is required to notify the HOA of any changes to the lease; to include cancellation or change of start/end dates of the lease.
- 7) Lease extensions must be sent to the HOA Office NLT 10 days prior to the end of the current lease.
- 8) The homeowner/agent must notify the HOA if the tenant vacates the property prior to the end of the lease.
- 9) Tenants must work with the homeowner and/or realtor when applying for tenancy. The HOA does not assist the tenant in applying for a lease.

- 10) The HOA will run a criminal background check once a completed lease application is received. The HOA does not run a credit check on applicants.
- 11) A gate PIN will be created for tenants and emailed to them the day prior to the start of the lease. Tenants cannot select their own PIN. The homeowner should not provide their personal PIN to the tenant.
- 12) Tenants will have the ability to purchase amenity FOBs and car stickers on their lease application. Tenants can purchase a maximum of one (1) amenity FOB for each adult tenant who has completed a background check and up to two (2) car stickers for the entire household. The homeowner should not provide their personal community access to the tenant.
- 13) Any community access purchased by the tenant (FOBs and/or car stickers) will be deactivated at midnight on the last day of the lease; purchases will not be transferred to the homeowner.
- 14) A rental orientation email will be sent to the tenants the day prior to the start of the lease.

This list is to be reviewed by homeowners and realtors renting in Naples Reserve. Please relay any questions on these Policies and Procedures to the HOA Office at NaplesReserveAdmin@kwpmc.com.