

Naples Reserve Homeowners Association, Inc

Leasing Requirements Policy

Effective August 1, 2023

Board approved July 12, 2023

The provisions below have been updated from the previous rules and regulations dated 2021.

1. This Leasing Requirements Policy is premised on the desire to foster a stable residential community. The leasing of homes by their Owners shall be restricted as provided in this Policy. All leases of homes must be in writing. An Owner may lease only his or her entire home, and then only in accordance with this Policy, after receiving acknowledgement of receipt of a completed application and fee from the Naples Reserve Homeowners Association, Inc. (HOA).
2. Units may not be leased, sub-leased, rented or exchanged to any person or persons other than the Owner for a period of less than thirty (30) consecutive days whereby the Owner receives any consideration or benefit thereof, including, but not limited to, a fee, service, gratuity, emolument or in-kind trade or credit.
3. The HOA requires 30 calendar days to review and process the lease application from the receipt of a completed packet, which includes payment. The HOA will not begin to process lease applications until they are complete and with payment. The homeowner/agent must submit the packet; the HOA does not accept lease applications directly from the tenant or through intermediary services (Airbnb, FlipKey, VRBO, Tripping.com, House Trip, Luxury Retreats, HomeAway, and/or similar platforms). Applications received via mail or overnight delivery complete with checks will be processed upon receipt. Any portion of the application that is received via email or without the check will not be processed.
4. The deeded homeowner is required to sign the Lease Realtor Release form designating a point of contact (POC) prior to the submission of the lease, for the HOA Office to correspond with a realtor/rental agency. Lease Realtor Release forms will be held for one (1) year.
5. The homeowner is responsible for ensuring the tenant is aware of the Rules and Regulations at Naples Reserve by furnishing a copy, which can be found on the Naples Reserve HOA website. Onboarding tenants is the sole responsibility of the Owner. The HOA Management office will not provide explanations on amenity use, access, or provide concierge service regarding restaurants or beaches, etc. In addition, Owners are 100% responsible for tenants Not Sufficient Funds (NSF) fees related to amenity access, violations, late night entry, etc.
6. Lease application fees must be paid by either personal check or credit card. Neither cashier's checks nor money orders will be accepted. Credit cards will incur an additional service fee (2.9% Visa/Master Card and 3.9% American Express) and will not be accepted over the phone.

7. 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).
8. The homeowner/agent is required to notify the HOA Office of any changes to the lease, which includes cancellation or changes to the start/end dates of the lease.
9. Lease extensions must be sent to the HOA Office no later than 10 days prior to the end of the current lease.
10. Amenity access and stickers for vehicle access may be purchased and/or picked up from the Management Office Monday to Friday, 9:00 AM to 5:00 PM. Please be advised that access to the community will only be granted by that means, as a registered guest of the homeowner arriving between 6AM and 10PM, or by calling the homeowner through the call box for access. Windshield stickers will be applied to all vehicles by Management and will not be handed to the tenant or Owner for application. When amenity and vehicle access is activated for the tenant, the Owner's amenity access and vehicle access will be suspended. To enter the property, the Owner will need to be a registered guest of another Owner (not their own tenant) during this time or granted temporary access by the Property Manager solely to check on their residence.
11. Any amenity and vehicle access purchased by the tenant will be deactivated at midnight on the last day of the lease. Purchases will not be transferred to the homeowner. Homeowner amenity access and vehicle access will be re-activated at the same time.
12. A rental orientation email with a list of information 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.

Naples Reserve Homeowners Association, Inc.
c/o KW Property Management & Consulting, LLC
14885 Naples Reserve Circle
Naples, FL 34114
Phone: 239-231-4188
Email: NaplesReserveAdmin@kwpme.com

Naples Reserve Realtor Release

Address:	
Homeowner Name(s):	
Homeowner Email:	
Homeowner Phone:	

Homeowner has authorized the following agent(s) to sell, lease and/or host an open house at the above property; maximum of two agents.

Agent 1 Name:	
Agent 1 Email:	
Agent 1 Phone:	

Agent 2 Name:	
Agent 2 Email:	
Agent 2 Phone:	

The homeowner is responsible for notifying the HOA of any changes to authorized real estate agents listed on this form.

I agree to the policies and procedures outlined above by the Naples Reserve HOA Board of Directors.

Homeowner Signature

Date

The HOA Office must receive this signed form directly from the homeowner (either via email or in person).

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c/o KW Property Management & Consulting, LLC
14885 Naples Reserve Circle
Naples, FL 34114
Phone: (239) 231-4188
NaplesReserveAdmin@kwpmc.com

APPLICATION FOR APPROVAL TO LEASE

*****THE HOA REQUIRES 30 CALENDAR DAYS TO REVIEW AND PROCESS THE LEASE APPLICATION FROM THE RECEIPT OF A COMPLETED PACKET, WHICH INCLUDES PAYMENT *****

The homeowner/agent must submit the packet; it must be hand delivered or mailed, it may NOT be emailed; the HOA does not accept lease applications directly from the tenant or through an intermediary service. All leases must be for a minimum of 30 days.

The deeded homeowner is required to sign the Lease Realtor Release form designating a point of contact (POC) prior to the submission of the lease.

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 the name, relationship, and age of all other persons who will be occupying the unit on a regular basis, 18 and over (other than applicants). *Anyone who is not listed will NOT receive amenities credentials*

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 a separate sheet of paper and return it with the 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 the 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 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 Governing Documents for the community (all occupants 18 years and older). Documents may be found at NaplesReserveHOA.com/information.**
- 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 30 days prior to lease inception.**
- I have completed the consent for Brown's Background Check for all occupants 18 years and older.**
- \$200 application fee per single person or couple (married/significant other) (Please make check payable to: Naples Reserve HOA). Personal checks or credit cards in person only. Credit card payments can NOT be accepted over the phone (credit incurs a fee of 2.9% Visa/Master Card and 3.9% American Express); CASHIERS CHECKS AND/OR MONEY ORDERS ARE NOT ACCEPTED.**

Total amount of check provided (application fee(s)) = \$ _____

Stickers for vehicle access may be purchased from the Management Office Monday through Friday, 9:00 AM to 5:00 PM.

ALL FEES AND RFID CAR STICKERS ARE NON-REFUNDABLE AND NOT RETURNABLE.

RFID stickers are \$25.00 per sticker. RFID Stickers will not be sold for rental cars.

The purchased car stickers will be deactivated at midnight on the last day of the lease; they do not need to be returned to the office.

All leases must be for a minimum of 30 days. Lease extensions must be sent to the HOA office no later than 10 days prior to the end of the current lease.

Please be advised that initial access to the community will only be granted as a registered guest of the homeowner. Upon arrival tenant/s must come to the office between 9:00 AM and 5:00 PM Monday through Friday to receive all credentials. Entry to the community after initial entry is by RFID sticker or via the guest lane.

Please relay any questions on these policies and procedures to the HOA Office at NaplesReserveAdmin@kwpmc.com.

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.

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:** _____



Pet Registration Form

Unit Owner Name

Address

Phone

Email

Number of Pets

Pet 1

Type of Pet

Name

Breed

Vaccinated

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Weight

Age / Birthday

Microchipped

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I, _____, hereby submit a pet registration application for the approval of the pet(s) described above. I agree to abide by the general rules and guidelines which may pertain to pets.

Signature:

Date: / /

Pet 2

Type of Pet Name Breed Vaccinated

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Weight

Age / Birthday

Microchipped

--	--	--

Pet 3

Type of Pet Name Breed Vaccinated

--	--	--	--

Weight

Age / Birthday

Microchipped

--	--	--

Pet 4

Type of Pet Name Breed Vaccinated

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Weight

Age / Birthday

Microchipped

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