

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.