

Naples Reserve Homeowners Association, Inc.
14885 Naples Reserve Circle
Naples, FL 34114
Phone: (239) 231-4188
NaplesReserveAdmin@fsresidential.com

PURCHASE APPLICATION

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

The packet must be hand delivered or mailed; it may NOT be emailed. The application may be submitted by the seller, seller's agent, buyer, or buyer's agent, but the person hand delivering it must have prior approval to enter the community.

The seller is required to sign the Realtor Release form designating a point of contact (POC) prior to the submission of the application.

Please type or print legibly the following information:

Date:	Closing Date (if known):
Unit Address:	

Applicant Information:

Buyer Name (1):		
Email:	Phone:	
Buyer 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 that all units are to be used as Single-Family Residences ONLY.

Please state the name, relationship, and age of all other people who will be occupying the unit on a regular basis but who will NOT be deeded homeowners and can provide proof of residency documentation as listed on the Naples Reserve HOA Long-Term Permanent Resident Form (Pages 20 – 21). Please provide a completed Background Check Form, Driver's License/ID, and Application Fee for each person listed below 18 years of age or older.

Name	Relationship	Age/DOB

Have any of the applicants or any of those listed in the chart above 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:		

Will this be your primary or seasonal residence? _____

Do you intend to lease the unit? _____

If being purchased by a Trust or LLC, please list the Trust or LLC Name and designate the primary occupants:

Trust or LLC Name: _____

Primary Occupant Names:

1. _____

2. _____

Cars to be kept at Naples Reserve:

☐ Rental Cars Only

Make / Model	Year	Color	License Plate	State

Will you have pets on the property?

☐ Yes

☐ No

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

Purchase Application Check List:

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

- ☐ **Completed Application (Pages 1 – 5).**
- ☐ **Completed New Resident Information Form (Pages 8 – 9).**
- ☐ **Completed Maintenance Fees and Payment Options Form (Page 10).**
- ☐ **Completed Design Review Committee Acknowledgement Form (Page 11).**
- ☐ **Completed Electronic Voting & Notice Consent Form (Page 12).**
- ☐ **Completed Voting Certificate Form (Page 13).**
- ☐ **I have read and understand the Amenity Access Smart Phone Credentials and RFID Eligibility and Process Form (Pages 14 – 15).**
- ☐ **Completed Golf Cart and Pet Registration Forms (if necessary) (Pages 16 – 19).**
- ☐ **I have read the Governing Documents for the community (all occupants 18 years and older).**
Documents may be found at NaplesReserveHOA.com/Information/Governing Documents Policies & Rules.
- ☐ **I have provided a copy of a valid Driver's License for all applicants and occupants (those who can provide proof of permanent residency) 18 years and older.**
- ☐ **I have provided a legible copy of the complete sales agreement signed by both parties 30 days prior to closing.**
- ☐ **I have completed and signed the consent for Brown's Background Check for all applicants and occupants 18 years and older (Page 7).**
- ☐ **I have completed and signed the Long-Term Permanent Resident Form (proof of residency documents can be provided at check-in) for all occupants 18 and over who will not be deeded homeowners (Pages 20 – 21).**
- ☐ **I have provided a \$200 application fee per single person or couple (married / significant other) including all applicants and occupants.**

Please make the check payable to: Naples Reserve HOA.

Personal checks or credit cards in person only. Credit card payments CANNOT be accepted over the phone (credit incurs a processing fee).

CASHIERS CHECKS AND/OR MONEY ORDERS ARE NOT ACCEPTED.

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

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

New homeowners will receive 2 RFID stickers free of charge.

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

Please be advised that initial access to the community will only be granted as a registered guest of the management office. Please contact our office prior to arrival to schedule a date and time to check in with the HOA Office and to be added to the guest list,

(239) 231-4188 or NaplesReserveadmin@fsresidential.com.

New owner(s) must come to the office between 9:00 AM and 5:00 PM Monday through Friday to check in with their warranty deed and closing statement 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 and any questions regarding the status of this application to the HOA Office at NaplesReserveAdmin@fsresidential.com.

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

Applicant Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

Naples Reserve Homeowners Association, Inc.
 14891 Naples Reserve Circle
 Naples, FL 34114
 Phone: 239-231-4188
 Email: NaplesReserveAdmin@fsresidential.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 with 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).

BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Naples Reserve Homeowners Association Inc.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

Applicant Name	/ /	Social Security Number
*Date of Birth is requested in order to obtain accurate retrieval of records.		If International please provide Passport Number

Co-Applicants Name	/ /	Social Security Number
Date of Birth		If International please provide Passport Number

Alias/Previous Name(s) _____

Current Physical Address	City & State	Zip code
--------------------------	--------------	----------

☐

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you.

Notice to CALIFORNIA Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE _____ DATE _____

Co-Applicant
SIGNATURE _____ DATE _____



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 distribution 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 are eligible to receive two RFID car stickers during orientation. If you would like to purchase additional stickers (\$25 each), please check the box, and fill out the appropriate information. Please bring a check or credit card (2.9% fee) to pay for the sticker/s when picking up your new resident packet. Resident must present vehicle and registration. Staff MUST affix RFID sticker to vehicle.

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 with your Purchase Application.

Important Information for New Homeowners

After your closing, you should come to the HOA office with your warranty deed and closing statement (an appointment should be made ahead of time with the office) for the new homeowner check-in to receive all the information you'll need to get settled as new homeowners as well as receive amenity and access credentials.

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 by several weeks. Documents provided to the HOA office will expedite the HOA account creation to 10 business days or less, so if you are not able to check in with the HOA Office soon after closing, please email those documents to the following email address.

naplesreserveadmin@fsresidential.com

Please contact our office, (239) 231-4188, prior to your closing and arrival at Naples Reserve to schedule an appointment for check-in.



Maintenance Fees & Payment Options

Effective October 1, 2023

Maintenance Fees:

As noted in the Naples Reserve Homeowners Association documents, assessments for your property should be remitted on /or before the 1st day of each quarter. **(Jan, Apr, Jul & Oct)**. Late fees and interest charges are assessed on the 15th of the month to allow for mailing and processing times. Payments are due on the 1st and there is no grace period. Payments can be made online via the NaplesReserveHOA.com website or mailed to the following address including your address and account number on your check:

Naples Reserve Homeowners Association, Inc.
c/o FirstService Residential
P.O. Box 30348
Tampa, FL 33630-3348

Late Fees and Interest:

The late fee is 5% of the assessment amount, and the maximum amount of interest as allowed by the Declaration will be computed from the first day of the missed assessment payment. The late fee and interest will be assessed on the 15th of the month and interest will accrue until payment is made.

Online Payments:

Payments can be made online via the NaplesReserveHOA.com website using the following payment options: E-Check, Visa, Mastercard, American Express or Discover Card. ACH (automatic withdrawal) can also be enabled. Please note that all credit card payments are subject to a convenience fee charged by the merchant and all one-time E-check payments (electronic check) are charged a one-time payment fee; you will see this fee before submitting your payment. There will be no convenience fees charged for ACH (automatic withdrawal).

Date: _____

Applicant 1 Printed Name: _____

Applicant 1 Signature: _____

Applicant 2 Printed Name: _____

Applicant 2 Signature: _____

Address: _____



DESIGN REVIEW COMMITTEE ACKNOWLEDGEMENT

I am the undersigned owners or tenants of Address _____ in Naples Reserve

Understand and Acknowledge that ANY Exterior Modifications to the home require a DRC Application and Approval.

Project Information including but not limited to:

- Project Overview and Scope
- Design Guidelines and Standards
- Architectural Plans and Drawings
- Exterior Materials and Finishes
- Landscaping and Site Plan
- Lighting and Signage
- Color Palette and Aesthetics
- Construction Schedule and Phases
- Change Orders and Modifications
- Committee Decision Process
- Project Maintenance and Inspections
- Committee Contact Information

I, the undersigned, acknowledge that I have received and reviewed the above information regarding the Design Review Committee's requirements and guidelines for the project mentioned above. I understand that compliance with these guidelines is necessary for project approval.

I hereby agree to adhere to the Design Review Committee's guidelines and standards throughout the planning, construction, and completion phases of the project. I understand that any changes or modifications to the approved plans require prior review and approval from the Committee.

By signing below, I confirm that I have read, understood, and agreed to the terms and conditions outlined in this Design Review Committee Acknowledgement.

Applicant 1 Signature: _____ Date: _____

Applicant 2 Signature: _____ Date: _____

NAPLES RESERVE HOMEOWNER'S ASSOCIATION

14885 Naples Reserve Circle, Naples, FL 34114

Electronic Voting & Notice Consent Form

CONSENT TO PARTICIPATE IN ELECTRONIC VOTING AND/OR RECEIVE ELECTRONIC NOTICE

I hereby acknowledge pursuant to Chapter 720, Florida Statutes, that I received the Owners notice of the opportunity to vote through an online voting system and receive notices electronically, and as the Owner in Naples Reserve, with an address of, _____
I hereby consent as follows:

****INITIAL NEXT TO EACH VOTING AND NOTICE TO CONSENT****

_____ (initial) **ELECTRONIC VOTING:** By signing this Consent, I/we consent to voting electronically at meetings and elections for the Association to the fullest permitted by Florida Law. I designate the following email address for electronic voting purposes (one email only):

Clearly print email address

_____ (initial) **ELECTRONIC NOTICE:** I/we consent to receiving notices by electronic transmission for meetings of the Board of Directors, Committees, Annual, and Special Meetings of the Members of Naples Reserve HOA and general notifications about pertinent community information. I designate the following email addresses for electronic notice purposes:

Clearly print email address

Clearly print email address

I/we acknowledge that mailed/paper notices may not be provided to me unless I rescind this consent in writing within the time period in the Board resolution establishing electronic voting and that any email address provided to the Association for purposed of electronic notice is an Official Record accessible by the Association.

All Owners or Authorized Voter must print, sign and date below:

Signature 1: _____

Print Name: _____ Date _____

Signature 2: _____

Print Name: _____ Date _____



Pursuant to Article 3 of the Amended and Restated Bylaws of the Association, we, the undersigned, being all of the owners of the property located at _____ **Naples, FL 34114** do hereby certify that the following person among us is the authorized voter for the foregoing parcel, and shall remain such designated voter until this certificate is revoked by subsequent certificate or the transfer of title to the property:

NAME OF AUTHORIZED VOTER: _____
(Please PRINT name)

SIGNATURE OF AUTHORIZED VOTER: _____
(Please SIGN name)

DATE THIS FORM COMPLETED: _____

Select the category below, which describes your form of ownership, and **sign** in the appropriate places:

(a) We are all **natural persons** who are owners of the above-described unit:

Owner Signature

Owner Signature

Owner Signature

(b) We are the President or Vice-President, and Secretary or Assistant Secretary (or equivalent) of the **Corporation or Limited Liability Company** named _____, which owns the above-described parcel.

President/Vice President Signature

Secretary/Assistant Secretary Signature

(c) I am a General Partner of the general or limited **Partnership** named _____, which owns the above-described parcel.

General Partner Signature

(d) I am the trustee of the **Trust** named _____, which owns the above-described parcel.

Trustee
Signature



Board Approved: August 9, 2023

Revision Effective: October 15, 2024

Amenity Access Smart Phone Credentials and RFID Eligibility and Process

Homeowners: Homeowners must obtain RFID stickers for their vehicles at a cost of \$25.00 per sticker. If you already have an RFID sticker, it will still work, and you do not need to replace it. New homeowners will receive up to two (2) RFID stickers free of charge. Homeowners may also obtain amenity access smartphone credentials. Only one set of amenity credentials per homeowner will be issued. If the smartphone that the credentials are programmed to is lost, those credentials will be disabled and new credentials will be issued for the new smartphone.

Tenants: Approved tenants must obtain RFID stickers for their vehicles at a cost of \$25.00 per sticker. Tenants may also obtain amenity access smartphone credentials. Only one set of amenity credentials per approved tenant occupant listed on the lease and application will be issued. If the smartphone that the credentials are programmed to is lost, those credentials will be disabled and new credentials will be issued for the new smartphone. Bluetooth credentials and RFID stickers will be disabled at midnight (12:00 A.M.) on the last day of the approved application/lease. ****Homeowners, please note that during the lease period, all amenity access will be transferred to your tenant(s), and your access, along with the access of other residents in your home, will be disabled for the duration of the approved lease.**

Guests:

Long-Term Resident Guests (defined as: a person who has primary residence with a homeowner within Naples Reserve. Examples: Significant other, spouse not on the deed, adult child, or caretaker): Long-Term Resident Guests are eligible for Bluetooth smartphone credentials and RFID stickers. The requirements to obtain these credentials are:

- a. A copy of a government issued photo ID (driver's license, State issued ID, Passport) of the guest submitted by the homeowner to establish identity.
- b. Completion of registration form/attestation signed and submitted by the homeowner

- c. Proof of residency:
 - i. Government issued photo ID displaying Naples Reserve address, or
 - ii. Utility bill or bank statement reflecting Naples Reserve address

All other guests are not eligible for Bluetooth smartphone credentials or RFID stickers.

Vendors: Vendors are not eligible for Bluetooth smartphone credentials or RFID stickers. This includes but is not limited to contractors, home watch, dog groomers, realtors, etc.

***Please note that all RFID stickers will be affixed to the vehicle by a member of the HOA Management Team upon purchase. The vehicle registration must be presented, and RFID stickers will not be issued for rental cars. This is to ensure that RFIDs are only used by individuals and vehicles authorized to be within Naples Reserve HOA. NO EXCEPTIONS.**

Violations of this process are subject to fines and suspensions per the Naples Reserve HOA Fining and Suspension Policy.



Golf Cart Registration Form

Unit Owner Name

Address

Phone

Email

Number of Golf Carts

Golf Cart 1

Make / Model

Color

Year

Insured

--	--	--	--

Horn

Headlights

Taillights

--	--	--

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

Signature:

Date: / /

Golf Cart 2

Make / Model	Color	Year	Insured

Horn	Headlights	Taillights

Golf Cart 3

Make / Model	Color	Year	Insured

Horn	Headlights	Taillights

Golf Cart 4

Make / Model	Color	Year	Insured

Horn	Headlights	Taillights





Pet Registration Form

Unit Owner Name

Address

Phone

Email

Number of Pets

Pet 1

Type of Pet	Name	Breed	Vaccinated
-------------	------	-------	------------

--	--	--	--

Weight	Age / Birthday	Microchipped
--------	----------------	--------------

--	--	--

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:

Naples Reserve HOA

Date: / /

Purchase V. 8/2025

Pet 2

Type of Pet	Name	Breed	Vaccinated

Weight	Age / Birthday	Microchipped

Pet 3

Type of Pet	Name	Breed	Vaccinated

Weight	Age / Birthday	Microchipped

Pet 4

Type of Pet	Name	Breed	Vaccinated

Weight	Age / Birthday	Microchipped



Date Received: _____

Date Executed: _____



Naples Reserve HOA Long-Term Permanent Resident Form

Homeowner Information:

Homeowner's Name: _____

Naples Reserve Property Address: _____

Resident Information:

Resident Full Name: _____

Phone: _____

Email: _____

Relationship to Homeowner: _____

Age (must be 18 or over): _____

Criteria:

Proof of Residency: (Please attach a copy of one of the following documents)

- ☐ * Utility Bill (showing the Naples Reserve Address and the Resident as the Customer)
- ☐ * Bank Statement (showing the Naples Reserve Address)
- ☐ Voter Registration (showing the Naples Reserve Address)
- ☐ ID (reflecting common address with the Homeowner – please provide both Resident and Homeowner IDs)

*MUST show an actual bill or statement – not just proof that the address was changed.

Proof of Identity: (Please attach a copy of one of the following documents)

- ☐ Copy of Driver's License/State Issued ID/Passport

I hereby declare that the information provided above is accurate and true to the best of my knowledge. I have provided the rules and regulations to the above-listed resident, and I understand that I, the homeowner, am responsible for any violations incurred by this resident and may be subject to fines and/or suspensions for misrepresentations on this form. I also confirm that there has been and will be no exchange of money between the homeowner and the resident that is provided with amenity access, nor is there a private lease agreement between the homeowner and the resident.

Homeowner's Signature: _____

Date: _____

Note: The information provided in this form is for verification purposes and will be kept confidential.