

**Dear Naples Reserve Residents,**

We hope you all have been having a good week!

At the November 10<sup>th</sup> Board Meeting, the Board, voted to approve a new process for submitting both Lease Applications and Purchase Applications, and that system was implemented on December 1<sup>st</sup>.

The new process involves submitting the full application, including payment and all required documents, through an online platform called Tenant Evaluation. **The HOA Management Office will no longer accept the previously used paper applications.**

Tenant Evaluation is a widely used and well-known platform for lease and purchase applications, and we are excited to provide it to the community!

Please find attached and below details about how to create an account with Tenant Evaluation to submit an application.

Once an account has been created, the user will be able to choose from the following to apply for.

1. Apply to Lease a Property
  - To be used by all those listed on the signed Lease Agreement.
2. Apply to Purchase a Property
  - To be used by all those listed on the signed Purchase Agreement (those who will be on the Warranty Deed as homeowners).
3. Apply to Stay with Someone who Already Lives There
  - To be used by all those 18 and over listed as additional occupants on the Lease Application (those who will be there for a majority of the lease period) but are NOT listed on the Lease Agreement.
  - To be used by all those 18 and over listed as additional occupants on the Purchase Application and who can provide documentation to show permanent residency but are NOT listed on the Purchase Agreement

Please note that all current Lease and Purchase Policies still remain in place including the following important details. The only change is the process of submitting the application.

- Lease applications must be submitted at least 30 days prior to the start date of the lease.
- Leases must be at least 30 days long.

- Signed Lease Agreements must be uploaded and included with the application.
- Signed Purchase Agreements must be uploaded and included with the application.
- A valid Driver's License/State ID must be uploaded and included with the application for each person 18 and over.
- The application fee is \$200.00 per person or couple (married couples with different last names must upload a marriage certificate).

Submitting applications, uploading required documents, and making payments through Tenant Evaluation will be a more efficient and easier process for prospective tenants, prospective buyers, current homeowners, and HOA Staff. Prospective Tenants and Buyers will be able to submit an application from the comfort of their home and within minutes without having to find a way to print the documents and either send private information through the mail including personal checks or have someone that they don't know deliver that information to our office and wait to find out if the application was received.

We feel that this change will be very beneficial to the community!

If you have any questions, your HOA Office Staff will continue to be available, but you will also have access to the Tenant Evaluation Customer Support Team to help you to navigate the website and upload documents if you run into issues.

Tenant Evaluation can be reached at 305-692-7500 or at [support@tenantevaluation.com](mailto:support@tenantevaluation.com). Please do contact them directly for all questions about using the website.

Please let us know if you have any questions, and we wish you a wonderful weekend!

**Thank you,**

**Naples Reserve Management**

[NaplesReserveAdmin@fsresidential.com](mailto:NaplesReserveAdmin@fsresidential.com)