

Naples Reserve Homeowners Association, Inc.
14885 Naples Reserve Circle
Naples, FL 34114
Phone: (239) 231-4188
NaplesReserveAdmin@fsresidential.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, and 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 Date:	Lease End Date:
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 people who will be occupying the unit on a regular basis but who are not listed on the Lease Agreement.

Anyone who is not listed will NOT receive amenities credentials

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 people 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 and include a photo of each pet.

Lease Application Check List:

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

- ☐ **Completed Application (Pages 1 – 5).**
- ☐ **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 listed in the chart at the top of Page 2) 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 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 Pet Registration Form if applicable (Pages 8 – 9).**
- ☐ **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 = \$ _____

Stickers for vehicle access may be purchased from the Management Office during check-in
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 RFID 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 or a new Lease Application will need to be submitted.

Please be advised that initial access to the community will only be granted as a registered guest of the homeowner. Entry to the community after initial entry is by RFID Sticker or via the Guest Lane.

Upon arrival tenants must come to the office between 9:00 AM and 5:00 PM Monday through Friday to receive all credentials.

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 all properly promulgated Rules & Regulations of Naples Reserve Homeowners Association, Inc.

Lease Applicant Signature: _____ **Date:** _____

Lease Applicant Signature: _____ **Date:** _____

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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 is 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.	Date of Birth	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
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☐ **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 _____



Pet Registration Form

Lessee Name

Lease 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

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Pet 3

Type of Pet Name Breed Vaccinated

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Weight Age / Birthday Microchipped

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Pet 4

Type of Pet Name Breed Vaccinated

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Weight Age / Birthday Microchipped

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