

REFLECTION LAKES AT NAPLES MASTER ASSOCIATION, INC.
LEASE APPROVAL APPLICATION
PLEASE TYPE OR PRINT LEGIBLY

Lease start date: _____ End date: _____ (30-day min, 1 year max)

RLN Address: _____

RLN Owner(s): _____

Applicant1 (service member? _____)

Full Name: _____

Address: _____

PHONE & EMAIL: _____

Applicant2 (service member? _____)

Full Name: _____

Address: _____

PHONE & EMAIL: _____

Applicant2 Relationship to Applicant 1: _____

Submit a supplemental sheet with the above information for each additional applicant age 18 or over.

The Documents of Reflection Lakes at Naples Master Association specify that all homes are for single family residence only. Please enter the name, relationship and date of birth of all persons other than the Applicants who will be occupying the unit during the lease period:

Name1: _____

Name2: _____

Name3: _____

Name4: _____

Name5: _____

Name, address and phone of person to be notified in case of emergency:

LIABILITY: Applicant(s) and Applicant's family member(s), guest(s) and invitee(s) shall be liable to the Association and its Members, including family, guests and tenants of Member for any injury or damage to it or them resulting from Applicant's and Applicant's family member(s), guest(s) and invitee(s) own negligence, intentional wrongdoing or criminal act. To the fullest extent permitted by law, the undersigned Applicant(s) shall jointly and severally indemnify and hold harmless the Association and its officers, directors, agents and employees from any damage, court costs, litigation expenses, judgments and attorney fees, arising from injury to person or property caused by the negligence, intentional wrongdoing or criminal act of Applicant, family member(s), guest(s) or invitee(s).

AGREEMENT: I am aware of, and agree to abide by the Reflection Lakes at Naples Master Association Declarations of Covenants, Conditions and Restrictions, the Articles of Incorporation, the Bylaws, the Rules & Regulations and the Design Standards (the "Governing Documents"). I acknowledge I have been informed of the location of the complete set of the Governing Documents at www.reflectionlakesatnaples.com. I (we) have read through the Governing Documents and agree to abide by them, as well as any properly approved and distributed future additions to these Governing Documents. I/We certify to having read the above application and agree all information therein is true and correct. I/We authorize your agents to obtain a criminal background check and/or a credit check for tenancy. I understand that every effort shall be made by the Association to maintain the confidentiality of the report. However, by signing the application, I hereby waive and hold the Association harmless from any claim, action or suit regarding the report.

UNDERSTANDING: I understand and agree that the Association, if it approves a lease, is authorized to act as the owner's agent, with full power of attorney to take whatever action may be required, including eviction and removal at the owner's expense of improperly permitted vehicles, to prevent violations by the lessee(s) and their guests, of provisions of the Declaration of Covenants, Conditions and Restrictions for Reflection Lakes at Naples Master Association, the Association's Bylaws and the Rules & Regulations of the Association. I acknowledge receipt of, understand and will abide by the RLN Leasing Requirements & Conditions. I understand that the homeowner will be assessed for the cost of any damage caused by their tenants.

The homeowner and prospective lessee(s) will be advised by the Association office within a 20* day period from the date of receipt of the application and all information and appearances whether or not this application has been approved. This application must be signed by the owner, the Applicant(s) and by the Realtor, or other person who may have acted as agent for the unit owner. *As specified by FL statute for service members.

Applicant 1 Signature & Date

Applicant 2 Signature & Date

Unit Owner Signature & Date

Realty Agent Printed Name, Signature & Date

Approved: _____ Director name/date

Approved: _____ Director name/date

**REFLECTION LAKES AT NAPLES MASTER ASSOCIATION, INC.
LEASE APPROVAL APPLICATION CHECKLIST**

A complete lease approval application includes submission the above and of all of the following:

- Copy of Driver's Licenses or photo IDs
- Copy of Vehicle Registration Forms Note that parking of recreational vehicles, trailers of any kind and certain other vehicles are prohibited per Association rules. Permitted vehicles must be parked in driveways or garages. Vehicles that are parked on the street or encroaching over sidewalks are subject to being towed at the owner's expense.
- Background check for each applicant age 18 & above (see background check requirements on page 4)
- Copy of Lease signed by all associated parties
- Pet Registration Form (if applicable)

Background check vendors. Here are some background check vendors - there are many more. The HOA does not endorse vendors, including the ones listed below. Remember that background checks must include a nationwide criminal search, sex offender search and an eviction search.

[FTRS](#) (search code GNCE)

[Transunion](#)

[Tenant Background Search](#)

[Been Verified](#)

[AAOA](#)

REFLECTION LAKES AT NAPLES MASTER ASSOCIATION, INC.
LEASING REQUIREMENTS & CONDITIONS

- All leases within RLN require approval by the HOA Board of Directors. Condo unit leases must be approved by the Condo Association before coming to the HOA.
- Lease extensions of more than 31 days, new leases and lease renewals require the submission of a nationwide criminal search, sex offender search and eviction search for everyone age 18 & over that will occupy the home. The search results must accompany the Rental Application.
- The HOA has 20 days to make a decision starting on the date all required information is submitted. Information can be submitted to the HOA office at 14020 Mirror Drive or emailed to assistantmanager@reflectionlakesatnaples.com. The Management Office will advise the homeowner & renter(s) of the HOA decision.
- By signing the Lease Approval Application, each applicant agrees to adhere to the most current Reflection Lakes at Naples Master Association Governing Documents, including the Rules & Regulations and Design Standards as posted on the home page of the [reflectionlakesatnaples.com website](http://reflectionlakesatnaples.com).
- Owners may not enter into a lease, lease renewal or lease extension if they are delinquent in the payment of any monetary obligation due to the Association.
- Leases shall be for a minimum term of thirty (30) consecutive days and no lease may have a term of greater than one (1) year. No Unit may be leased more often than four (4) times in any consecutive twelve (12) month period. Leases can not be for less than the entire unit.
- Subleasing is not allowed.
- If pets are permitted by the owner, a pet registration form must accompany the lease approval application. The HOA has a limit of two pets per unit - Condos & landlords may have stricter limits.
- Owners are responsible for any access cards/fobs they share with their tenants. Tenants with less than annual rentals can have call box listings but can not purchase access cards, fob or barcode stickers - they must use the owner's cards/fobs. Tenants with annual rentals can purchase access cards, fobs and/or barcode stickers.
- Owners are responsible for the conduct & actions of their tenants. Any damage to HOA property by a tenant will be charged to the owner's account. Owners are responsible for obtaining an adequate security deposit to protect for any tenant damage to their property or to HOA property.