

P A V I L I O N

C L U B

806 Gulf Pavilion Dr., Naples, FL 34108

(239) 566-8010

Email: PCNApplications@comcast.net

RENTAL APPLICATION

I/We hereby apply for approval to lease/rent unit _____ in building _____ at Pavilion Club, for the period beginning _____, 20____ and ending _____, 20_____.

I/We represent that the following information is factual and correct, and agree that any falsification, misrepresentation or incomplete information in this application will justify its disapproval. I/We consent to your further inquiry concerning this application, including a criminal background check. Do not leave boxes blank. If not applicable, write n/a.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Applicant(s):

Applicant #1 Name:		Driver's License (State and #):	
☐ I am an active service member as defined in Section 250.01 Florida Statutes.	Date of most recent previous Pavilion Club Rental (if any) From: _____ To: _____		
Phone: _____		Email: _____	
Applicant #2 Name (if any):		Driver's License (State and #):	
Phone: _____		Email: _____	
Home Street Address: _____	City _____	State _____	ZIP _____

Pavilion Club Condominium documents restrict units to use as single-family residences only. Please list the name and relationship of all people who will occupy your unit on a regular basis in addition to the applicants above. Any unrelated applicants over the age of 18 who intend to occupy the unit on a regular basis must submit a separate application and fee.

Name:	Relationship:
Email Address (if over 18):	
Name:	Relationship:
Email Address (if over 18):	

Motor Vehicle (s) to be kept at Pavilion Club:

Year	Make	Model	Plate (State and #):	Color

Person to be notified in case of emergency:

Name:		Phone:	
Address:	City	State	ZIP

COMPLIANCE AGREEMENT

By signing this Compliance Agreement and taking occupancy in the above-described unit in Pavilion Club Condominium Association, Inc., I HEREBY ACKNOWLEDGE AND AGREE that I have received a complete copy of the Renters' Rules Book for the Pavilion Club Condominium Association, that I have reviewed the Rules in their entirety, that I understand the restrictions and obligations contained in the Rules and that I agree to abide by the Rules for as long as I reside in the unit. I have been told how and agree to shut off the main water control valve when vacating the unit overnight or longer. Pickup trucks, motorcycles, commercial work vehicles, motor homes, travel trailers, all watercraft, etc. are prohibited from being parked on the premises. Lessees and guests are not allowed to bring pets into the condominium. There are specific requirements to have a Service Animal or Emotional Support Animal (ESA) on Pavilion Club property (see page 3).

I further ACKNOWLEDGE AND AGREE that the Pavilion Club Condominium Association, Inc., has the right to impose fines and/or suspensions or seek eviction or injunctive relief under legal proceedings if I continue to violate the Rules after receipt of a written warning from the Association. I understand and agree that the Association's Board of Directors, in its sole discretion, has the right to determine if a violation has occurred.

I, the lessee (tenant), also understand and agree that if the lease to the unit is approved and any special assessment or installment of a regular assessment for a unit remains unpaid for at least thirty (30) days after the due date and a Claim of Lien has been recorded against the unit, then upon written notice mailed to both the owner and the lessee of such delinquency, both the owner and I (tenant), agree that all future lease payments due under the lease shall be paid by the lessee (tenant) directly to the Association until such time as the Association notifies both the owner and lessee (tenant) that all sums due the Association have been paid in full. Such lease payments shall be funds of the Association to be utilized for any Association purpose at the discretion of the Board and shall only be remitted to the owner if full payment of all amounts due the Association have been paid by the owner and a Satisfaction of Claim of Lien has been recorded.

The Association charges a non-refundable fee of \$150 per applicant for the expenses related to the processing of this application. Spouses or a parent or parents and any dependent child are considered one applicant. Any unrelated applicants over the age of 18 who intend to occupy the unit on a regular basis must submit a separate application and fee. A complete copy of the signed rental agreement/lease must accompany this application.

Applicant 1 Signature:

Date:

Applicant 2 Signature:

Date:

To be completed by Rental Agent, if applicable:

As the rental agent for the unit owner, the undersigned agrees to be responsible for immediate correction or prevention of any violations by the tenants of the restrictive covenants or rules applicable to the Pavilion Club Condominium Association, including termination of the lease and removal of the tenant. This application must be signed by the applicant(s) and by the realtor or other person acting as rental agent.

Name:

Email:

Signature:

Phone:

Date:

FOR ASSOCIATION USE☐ APPROVED☐ DISAPPROVED

BY:

TITLE:

Date:

Date:

Instructions for Completing the Application Process -- retain this page for your information.

1. Please scan the completed application (pages 1 & 2 only) and email it, along with a fully executed copy of the proposed rental agreement/lease to: **PCNapplications@comcast.net**.
2. Please send a check payable to Pavilion Club Condo Association for \$150.00 per applicant to **Pavilion Club Condo Association, 806 Gulf Pavilion Drive, Naples FL 34108**. (Spouses or a parent or parents and any dependent child are considered one applicant.) Please note the Building and Unit number in the memo section of the check. If the check doesn't have the applicant's name on it, please note that information also.
3. **The above items must be received at least 10 days prior to the start of the lease to allow for processing.**
4. **Applicants without a U.S. Social Security Number or Tax ID number (required to complete a national criminal background check) must provide:**
 - a. certified copies of passport and U.S. visa/entry documents; and
 - b. A notarized, self-certification affidavit sworn under penalty of perjury, disclosing no convictions of a felony involving violence to persons or property, a felony involving sale or possession of a controlled substance, a felony involving a minor(s) or sexual offense, or any felony involving fraud, deceit, theft, embezzlement or perjury. **See Affidavit of Criminal History Self Certification on page 5.**

These items should be mailed to the Pavilion Club Condo Association at the address above. The Board reserves the right to require additional screening at the applicant's expense if the Board has reasonable concerns from the information collected in the core documentation.

5. **Applicants with a US Social Security Number:** After the Association has received all required documents (legible and fully completed), a link will be sent via email to each applicant to begin the background check process. **Please click on the link in the email received to provide the necessary information.**
6. Failure to provide the required information and complete the background check will result in an automatic administrative rejection of the application by the Manager and the applicant(s) shall be so notified in writing. Approval may be issued within 10 days if the application is complete and no background issues are identified by the Manager. If the Manager identifies grounds for denial based on the application or information provided (e.g. background check issue), then the application must go to the Board for a final decision. The Board then has 20 days to approve or disapprove the lease. This allows a maximum of 30 days for processing an application that ultimately could be denied by the Board after Manager review and deferral to the Board for final decision.
7. If you have a **Service Animal** or **Emotional Support Animal** and wish to request a reasonable accommodation, please submit a **Service Animal/Emotional Support Animal (ESA) Reasonable Accommodation Request Form** and any required documentation at least 10 days before arriving at Pavilion Club. **Approval is required before bringing the animal onto the property.** *The form is available online for download on pavilionclubnaples.com; navigate to Rentals & Sales.*

Pavilion Club Guidelines

Renters' Rules booklets are available for review and download at www.pavilionclubnaples.com. The information below is not a substitute for the Condominium document restrictions or the Rules Booklets, but summarizes important basic rules and policies of the Pavilion Club for renters and guests:

OFFICE: The Manager is on site, during business hours, Monday-Friday. The office number is 239-566-8010.

RENTALS and GUESTS: Unit owners must notify the Association, in writing, of any person occupying their unit in their absence. An owner wishing to lease or rent his unit must forward to the Association an application form, fully executed copy of the lease and a processing fee at least ten (10) days prior to the first day of the proposed tenant's occupancy. No unit may be leased more often than five (5) times in any calendar year with the minimum lease term of no less than thirty (30) days. No sub-letting or assignment of lease is permitted. **The total number of occupants is limited to two (2) people per bedroom.**

FRONT GATE ENTRY: Prior to the start of the rental, the unit owner should provide the Renter with a Guest Pass (unique entry code) for the Front Gate that is valid for the duration of the rental. Upon arrival and throughout the stay, the Renter will use the Middle Lane and enter the code into the Terminal to open the gates. If the Renter does not have a Guest Pass (unique entry code) prior to arrival, the Renter will use the Middle Lane Terminal Directory to contact the owner upon their arrival so the owner can open the gate. After the Association receives a properly completed Rental Application, signed lease agreement, and fee payment, Renters may obtain an RFID tag for their vehicle from the Association office. The vehicle owner's name & vehicle license plate number will be recorded. The tag will be activated for the duration of the rental and then cancelled. If the Renter returns the following year, the RFID tag may be reactivated for the duration of the new season.

REGISTRATION: For emergency and security purposes, please notify the office of your arrival and departure dates. All occupants must report to the office within two (2) business days of arrival to register their vehicles.

PETS: Lessees and guests are not allowed to bring pets into the condominium. There are specific requirements to have a Service Animal or Emotional Support Animal (ESA) on Pavilion Club property. **Please submit a Service Animal/Emotional Support Animal (ESA) Reasonable Accommodation Request Form and any required documentation at least 10 days before arriving at Pavilion Club. Approval is required before bringing the animal onto the property.** *The form is available online for download on pavilionclubnaples.com; navigate to Rentals & Sales.*

VEHICLES: All vehicles must be registered with the office. **Pickup trucks, motorcycles, commercial work vehicles, motor homes, travel trailers, all watercraft, etc. are prohibited from being parked on the premises.** Each unit has one (1) assigned, numbered space under a carport. Guests must use uncovered spaces marked "GUESTS." Unauthorized vehicles will be towed at the owner's expense. Car washing and repairs, other than changing flat tires, are prohibited.

BICYCLES: Bicycles should be identified by building & unit number and registered with the office. Unidentified bikes may be removed and disposed of at the discretion of the Manager. Bicycles are not to be kept in parking spaces or tied to carports. Use bicycle racks provided and make sure to always secure your bike with a lock.

GRILLS: Portable gas grills (or other gas appliances) may not be used, kept or stored on porches, sidewalks or balconies per the Fire Marshall.

LEAVING? **The main water valve to the unit must be shut off when vacating the unit. If you plan to leave the unit overnight, the main water should be shut off.** If you need assistance in locating the valve, please call the office (239-566-8010). You may be held liable for any damage to property due to negligence. After closing the main water valve, the circuit breaker to the hot water heater and the arm in the icemaker should be placed in the "off" position.

AFFIDAVIT OF CRIMINAL HISTORY SELF-CERTIFICATION

[FLORIDA CONDOMINIUM LEASE/TRANSFER APPLICATION]

I, _____, being first duly sworn, depose and state under oath as follows:

1. My date of birth is _____, and my current address is _____.

2. I am applying for [] purchase or [] lease of Unit # _____ at Pavilion Club Condominium Association, Inc., located in Naples, Collier County, Florida.

3. I have used the following other names or aliases (including maiden names or foreign names): _____

4. To the best of my knowledge and belief, I have [] not / [] been convicted of a dangerous felony(s) (or equivalent offense under foreign law), including but not limited to a felony involving violence to persons or property, a felony involving sale or possession of a controlled substance, a felony involving a minor(s) or sexual offense, or any felony involving fraud, deceit, theft, embezzlement or perjury, in any jurisdiction worldwide.

o If checked "been convicted," provide details below (offense, date, jurisdiction, and disposition): **(To be completed in English)**

5. I understand that this affidavit is submitted to Pavilion Club Condominium Association, Inc. as part of the approval process under the Declaration of Condominium, and that false statements herein may result in denial of approval, lease termination, eviction, or legal action.

6. I authorize the Association to verify the information provided herein.

I swear (or affirm) that the foregoing statements are true and correct to the best of my knowledge, under penalty of perjury under the laws of the State of Florida.

Signature of Applicant: _____ Date: _____

Printed Name: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification.

SEAL

Notary Signature

Printed Name