

PAVILION CLUB

Dear Prospective Member,

Thank you for applying to the Pavilion Club! Prior to the sale of any unit, a completed Application for Approval to Purchase form, signed Purchase & Sale contract, application fee, and background check for each applicant age 18 and over are required.

All required documents must be received at least 10 days prior to the transfer of ownership to allow time for completion of the background check prior to the sale. Forms and documents that are incomplete or illegible will be returned for correction and will delay processing.

You must complete the following steps:

1. Complete the Application for Approval to Purchase form.
2. Obtain a copy of the signed Purchase & Sale contract.
3. Scan the completed application and signed Purchase & Sale contract, and email them to:

pcnapplications@comcast.net

4. All applications require a \$150 non-refundable application fee per applicant. Spouses or a parent or parents and any dependent child are considered one applicant. 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. Please put the unit number in the memo section of the check. If the check doesn't have the applicant's name on it, please provide that information in the memo section also.
5. After the Association receives a fully completed and legible application form, a copy of the fully executed Purchase & Sale contract, and the proper application fee, 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.

If you do not complete this process at least 10 days prior to the proposed sale, it may delay the processing of the application and it is possible grounds for disapproval by the Association. Once the required information has been received in good order, the Association has ten (10) days in which to approve or disapprove the proposed purchase. You will be notified via email when the process has been completed.

If you have questions about this process or about submitting the check, please call Chris Stinauer, CAM, at 239-566-8010.

P AV I L I O N

C L U B

806 Gulf Pavilion Dr., Naples, FL 34108

Email: Manager@PavilionClubNaples.com

(239) 566-8010

APPLICATION FOR APPROVAL TO PURCHASE

I/We hereby apply for approval to **purchase** unit _____ in building _____ at the Pavilion Club Condominiums, and for membership in the Pavilion Club Condominium Association, Inc.

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, particularly to the references given below and a criminal and financial background check.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Applicant 1

Name:		Date of Birth:	DL State and #:
Home Phone:	Cell Phone:	Email:	
*Home Street Address:	*City	*State	*ZIP

**This mailing address will be used for all notices regarding this application unless otherwise requested.*

Company/Firm Name:	Nature of Business or Profession:
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Applicant 2:

Name:		Date of Birth:	DL State and #:
Home Phone:	Cell Phone:	Email:	
Home Street Address:	City	State	ZIP

Company/Firm Name:	Nature of Business or Profession:
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If the prospective DEEDED OWNER of the unit will be a Corporation, Partnership, Trust or other legal entity, enter the name of the legal entity that will be the DEEDED OWNER:

(Refer to page 3 for more information: DECLARATION OF CONDOMINIUM, Section 14 – OWNERSHIP OF UNITS)

Pavilion Club Condominium documents restrict units to use as single-family residences only. Please list the name, relationship, and age of all people who will occupy your unit on a regular basis in addition to the applicants above. Any person over the age of 18 will be required to complete a background and/or criminal check.

Name:	Relationship:	Age:
Name:	Relationship:	Age:

I am purchasing this unit with the intention to: (please check all the following that apply):				
<input type="checkbox"/> Reside here full-time		<input type="checkbox"/> Reside here part-time		<input type="checkbox"/> Lease the unit
Motor Vehicle (s) to be kept at Pavilion Club:				
Year	Make	Model	Plate (State and #):	Color
Current or most recent landlord: (If you own your current home, enter "Own Home".)				
Name:			Phone:	
Address:		City	State	ZIP
Two personal references (local if possible):				
1. Name:			Phone:	
Address:		City	State	ZIP
2. Name:			Phone:	
Address:		City	State	ZIP
Two credit references (local if possible):				
1. Name:			Account #:	
Address:		City	State	ZIP
2. Name:			Account #:	
Address:		City	State	ZIP
Person to be notified in case of emergency:				
Name:			Phone:	
Address:		City	State	ZIP
By signing below, I certify that I am aware of and agree to abide by the Declaration of Condominium of the Pavilion Club Condominium, the Articles of Incorporation and Bylaws of the Association, and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules. A complete copy of the signed Purchase & Sale contract is attached.				
Applicant 1 Signature:			Date:	
Applicant 2 Signature:			Date:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	BY:	TITLE:	
Date:	Date:			

Instructions for completing the application process – retain this page for your information.

1. Please scan the completed Application for Approval to Purchase form and email it, along with a fully executed copy of the Purchase & Sale contract to: **PCNApplications@comcast.net**.
2. The Association charges a non-refundable fee of \$150 for the expenses related to the processing of this application. Spouses or a parent or parents and any dependent child are considered one applicant. 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. 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 proposed sale date to allow for processing.**
4. 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.
5. **The prospective purchaser(s) will be advised by the Association office within a 10-day period from the date of receipt of the application, application fee, and all information and appearances requested whether this application has been approved.**

DECLARATION OF CONDOMINIUM, Section 14 – OWNERSHIP OF UNITS

14. OWNERSHIP OF UNITS: The transfer of ownership of a unit shall be subject to the following provisions:

14.1 Forms of Ownership:

- A. One Person. A unit may be owned by one (1) natural person who has qualified and been approved as elsewhere provided herein.
- B. Two or More Persons. Co ownership of units by two or more natural persons is permitted. However, the intent of this provision is to allow flexibility in estate, tax or financial planning, and not to create circumstances where the unit may be used as short-term transient accommodations for multiple families. If the co-owners are other than husband and wife, the Board shall condition its approval upon the designation of one (1) approved natural person as "primary occupant." The use of the unit by other persons shall be as if the primary occupant were the only actual owner. Any change in the primary occupant shall be treated as a transfer of ownership by sale or gift subject to the provisions of this Section 14. No more than one (1) such change will be approved in any twelve (12) month period.
- C. Ownership by Corporations, Partnerships or Trusts. A unit may be owned in trust, or by a corporation, partnership or other entity which is not a natural person, if approved in the manner provided elsewhere herein. The intent of this provision is to allow flexibility in estate, financial or tax planning, and not to create circumstances in which the unit may be used as short term transient accommodations for several individuals or families. The approval of a trustee, corporation, partnership or other entity as a unit owner shall be conditioned upon designation by the owner of one (1) natural person to be the "primary occupant." The use of the unit by other persons shall be as if the primary occupant were the only actual owner. Any change in the primary occupant shall be treated as a transfer of ownership by sale or gift subject to the provisions of this Section 14. No more than one (1) such change will be approved in any twelve (12) month period.
- D. Designation of Primary Occupant. Within 30 days after the effective date of this provision, each owner of a unit which is owned in the forms of ownership stated in preceding subsections 14.1(B) and (C) shall designate a primary occupant in writing to the Association. If any unit owner fails to do so, the Board of Directors may make the initial designation for the owner and shall notify the owner in writing of its action. If the ownership of a unit is such that the designation of a primary occupant is not required, the unit owner may nevertheless, choose one (1) subject to Board approval.

IMPORTANT: If the prospective DEEDED OWNER is a Corporation, Partnership, Trust or other legal entity OR two or more persons other than husband and wife, please complete and return the Designation of Primary Occupant Form, found on page 4.

PAVILION CLUB CONDOMINIUM ASSOCIATION, INC.

DESIGNATION OF PRIMARY OCCUPANT FORM

Members of the Association are entitled to one (1) vote for each unit owned by them. The total number of possible votes is equal to the total number of units (156). The vote of a unit is not divisible.

If a unit is owned jointly by two (2) or more natural persons who are not acting as trustees, that unit's vote may be cast by any one (1) of the record owners. **For a unit owned by multiple persons (other than husband and wife), or units owned by trusts, partnerships, or corporations, the Designation of Primary Occupant Form, designating one (1) of the record owners, partners, officers or trustees as the primary occupant and voting representative for that unit, must be on file with the Association for purposes of determining voting and use rights.**

We, the undersigned, being all of the owners of Unit _____, Building _____, at the Pavilion Club Condominium, do hereby certify that the following named one (1) of us is the designated "primary occupant" of the foregoing unit and shall remain so until this certificate is revoked by subsequent certificate:

PRINT NAME OF PRIMARY OCCUPANT _____

SIGNED NAME _____ DATED _____

(Select the signature category below for your form of ownership and sign in appropriate spaces)

☐ **A. We are all NATURAL PERSONS who are owners of the above-described unit.**

Owner Name (printed)

Owner Signature

Owner Name (printed)

Owner Signature

☐ **B. We are the President or Vice-president, Secretary or Assistant Secretary of the CORPORATION named _____ which owns the above-described unit.**

President or Vice-president Name (printed)

President or Vice-president Signature

Secretary or Assistant Secretary Name (printed)

Secretary or Assistant Secretary Signature

☐ **C. I am a General Partner of the general or limited PARTNERSHIP named _____ which owns the above-described unit.**

General Partner Name (printed)

General Partner Signature

☐ **D. I am the Trustee of the TRUST named _____ which owns the above-described unit.**

Trustee Name (printed)

Trustee Signature

Return to: Pavilion Club, 806 Gulf Pavilion Dr., Naples, FL 34108; Manager@pavilionclubnaples.com.