

PAVILION

CLUB

Dear Applicant,

Thank you for applying to the Pavilion Club! Prior to the start of a lease or sale of any unit, a completed application, signed contract/agreement, application fee, and background check is required.

All required documents must be received at least 10 days prior to the start of the lease or transfer of ownership to allow time for completion of the background check prior to the start of the lease or sale.

You must complete the following steps:

1. Complete the application form on paper or on-line.
2. Obtain a copy of the signed lease agreement or sales contract.
3. Scan the completed application and lease or sales 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 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. When the Association receives the application, a copy of the fully executed rental or sales contract, and the application fee, a confidential-secure link will be sent via email to each applicant to begin the background check process. Please click on the link in the email you receive to provide the necessary information. The process is secure and confidential. Personal information such as SSN or date of birth is not shared with Pavilion Club.

Once the required information has been received, the Association has ten (10) days in which to approve or disapprove the proposed lease or purchase. You will be notified via email when the process has been completed.

If you do not complete this process at least 10 days prior to the proposed lease or sale it may result in a delay in the processing of the application and possible grounds for disapproval by the Association.

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

PAVILION CLUB

RENTAL APPLICATION

806 Gulf Pavilion Dr., Naples, FL 34108 (239) 566-8010

Email: PCNApplications@comcast.net

A complete copy of the signed rental agreement/lease must accompany this form.

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

I 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 consent to your further inquiry concerning this application, particularly to the references given below and a criminal and financial investigation into my background.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

1. **Name Applicant #1:** _____

Driver's License State and # _____ Prior Pav. Club Rental Date _____

☐ I am an active service member as defined in Section 250.01 Florida Statutes.

Name Applicant #2 (if any): _____

Driver's License State and # _____

2. Current Home Address: _____

Telephone: () _____ Email: _____

3. The documents of the Pavilion Club Condominium Association restrict units to use as single-family residences only. Please state the name and relationship of all other persons other than the applicant who will be occupying the unit on a regular basis:

4. Name of current or most recent landlord: _____

Address: _____

City/State _____ Zip _____ Phone () _____

5. Two personal references (local if possible)

Name: _____

Address: _____

City/State _____ Zip _____ Phone () _____

Name: _____

Address: _____

City/State _____ Zip _____ Phone () _____

6. Person to be notified in case of emergency (Name): _____
Phone: () _____ Address: _____
City/State: _____ Zip: _____
7. Motor vehicle to be kept at condominium:
Year/Make/Model: _____ Plate _____ State: _____

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.

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 preset non-refundable fee of \$150 for the purpose of defraying costs of checking references, background investigation, directory updating, and other expenses related to the processing of this application. A separate application and fee is required for any unrelated applicants over the age of 18 who intend to occupy the unit on a regular basis. A fully executed copy of the proposed lease must accompany this application.

Applicant #1 Signature

Applicant # 2 Signature

When complete, send this application and the proposed lease by email to: PCNApplications@comcast.net

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.

E-Mail Address of Rental Agent

Signature of Rental Agent

Rental Agent Name: _____

***** FOR ASSOCIATION USE *****

APPROVED____ DISAPPROVED____ BY: _____ Date: _____
Association Officer, Director or Agent

Pavilion Club Guidelines
(Please retain this page - do not return with application pages 1 – 2)

Renters' Rules booklets are available for review and download at
www.pavilionclubnaples.com.

The information contained herein is not intended to be a substitute for the Condominium document restrictions or the Rules Booklets but as a guideline for owners, guests and lessees to refer to for general information regarding basic rules and policies of the Pavilion Club. The items listed are only summary in nature.

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) persons per bedroom.**

PETS: Lessees and guests are not allowed to bring pets into the condominium. There are specific documentation requirements to have a Service Animal on Pavilion Club property. The Property Manager should be contacted in advance to obtain the details.

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.

REGISTRATION: All owners and occupants must report to the office within 48 hours of their arrival to register their vehicles. For emergency and security purposes. Please notify the office of your arrival and departure dates.

VEHICLES: All vehicles must be registered with the office and display a Pavilion Club decal. **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 a flat tire, are prohibited.

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

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 at 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.