

# PAVILION CLUB

Dear Applicant,

Thank you for applying to the Pavilion Club! Prior to the start of a lease of any unit, a completed Rental Application form, signed rental/lease agreement, application fee, and background check for each intended occupant age 18 and over are required.

**All required documents must be received at least 10 days prior to the start of the lease to allow time for completion of the background check. 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 Rental Application form.
2. Obtain a copy of the signed rental/lease agreement.
3. Scan the completed application and rental/lease agreement, and email them to

**[pcnapplications@comcast.net](mailto: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. After the Association receives a fully completed and legible application form, a copy of the fully executed rental/lease agreement, 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. (Immediate family members of owners and "repeat" renters who return within 15 months since their last rental are not required to complete a new background check.)

**If you do not complete this process at least 10 days prior to the proposed rental start date, 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 rental/lease. 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 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](mailto: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, particularly to the references given below and a criminal background check.

#### PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

##### **Applicant(s):**

Applicant #1 Name:	Driver's License (State and #):
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<input type="checkbox"/> 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: _____
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Phone: _____	Email: _____
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Applicant #2 Name (if any):	Driver's License (State and #):
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Phone: _____	Email: _____
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Home Street Address:	City	State	ZIP
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**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:
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Name:	Relationship:
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##### **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: _____
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Address:	City	State	ZIP
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##### **Two personal references (local if possible):**

1. Name:	Phone: _____
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Address:	City	State	ZIP
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2. Name:	Phone: _____
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Address:	City	State	ZIP
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<b>Person to be notified in case of emergency:</b>			
Name:		Phone:	
Address:	City	State	ZIP
<b>COMPLIANCE AGREEMENT</b>			
<p>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.</p> <p>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.</p> <p>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.</p> <p>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. <u>A complete copy of the signed rental agreement/lease must accompany this application.</u></p>			
Applicant 1 Signature:		Date:	
Applicant 2 Signature:		Date:	
<b>To be completed by Rental Agent, if applicable:</b>			
<p>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.</p>			
Name:		Email:	
Signature:	Phone:	Date:	
<b>FOR ASSOCIATION USE</b>			
<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 (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. 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 renter(s) will be advised via email within 10 days of receipt of all the required information whether this application has been approved.

**Pavilion Club Guidelines**

**Renters' Rules booklets are available for review and download at [www.pavilionclubnaples.com](http://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.**

**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. 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.

**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 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.