

## LEASE APPLICATION 2008/2009

In an effort to continually improve service to members of residential property in Pelican Bay and to ensure a successful rental experience for owners and lessees, please submit the following at **LEAST 30 DAYS PRIOR** to the lease period. This requirement also applies to any extension beyond 2 weeks.

1. Completed Lease Application Form
2. **\$125 check (nonrefundable)** payable to Pelican Bay Foundation, Inc.
3. Condominium/Homeowner's Association Approval of Tenants Form signed and attached to the Lease Application
4. Single family residences must have a copy of the lease attached to the Lease Application Form—condominium/homeowner's approval not applicable
5. **ALL MEMBERSHIP CARDS issued to all owners, all dependents (children, elderly parents, college students) all partners, significant others, etc**

Upon request, after the completed documents (1-5 listed above) have been submitted to the Foundation office, Temporary Membership cards will be issued to owners so that they may continue to enjoy the amenities until the lease start date. These Temporary Membership cards expire on the start date of the lease period. Upon termination of the lease, the owner may pick up his/her Membership cards, which are kept on file in the Foundation office.

An incomplete Lease Application could result in a delay **OF UP TO 30 DAYS FOR ISSUANCE OF TENANT CARDS** and a delay in your tenants having access to the amenities.

It will be the responsibility of the owner, owner's agent or tenant to pick up all tenant cards.

Your cooperation and adherence to the above policy will result in improved service, improved customer relations, and a successful rental season. I look forward to working with you during our next rental season 2008/2009. Should you have any questions, please call Rebecca Moncrief, 239-596-6180 ext. 238.

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### *CHECK LIST – DID YOU REMEMBER TO INCLUDE THE FOLLOWING?*

- Completed Lease Application Form
- \$125 check (nonrefundable)** payable to Pelican Bay Foundation, Inc
- Condominium/Homeowner's Association Approval of Tenants Form signed and attached to Lease Application Form
- Single family residences must have a copy of the lease attached to the Lease Application—condominium/homeowner's approval not applicable
- ALL MEMBERSHIP CARDS**

**LEASE APPLICATION 2008/2009**

Transfer of Membership Privileges

**At least 30 days prior to occupancy, please submit this form along with:**

1. **\$125 check (nonrefundable)** payable to Pelican Bay Foundation, Inc
2. Signed Condominium/Homeowner's Association Approval of Tenants Form
3. A copy of the lease if renting a single family residence
4. ALL MEMBERSHIP CARDS issued by Pelican Bay Foundation to all owners, all dependents (children, elderly parents, college students) all partners, significant others

**OWNER/AGENT – PLEASE FILL OUT THE FOLLOWING:**

AGENT/REALTOR \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

OWNER(S) NAME(S) (FIRST & LAST) \_\_\_\_\_

LESSEE(S) NAME(S) (FIRST & LAST) \_\_\_\_\_

LESSEE(S) NAME(S) (FIRST & LAST) \_\_\_\_\_

**ALL LESSEES MUST BE LISTED**

LEASE DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

LEASE ADDRESS \_\_\_\_\_ UNIT \_\_\_\_\_ PHONE \_\_\_\_\_

CONDOMINIUM/HOMEOWNER'S ASSOCIATION \_\_\_\_\_

LESSEE(S) HOME ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_ CELL # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner/Authorized Agent

\*\*\*\*\***PELICAN BAY FOUNDATION USE ONLY**\*\*\*\*\*

COMPLETE:  YES  NO CHECK:  YES  NO CHECK #: \_\_\_\_\_

CONDOMINIUM/HOMEOWNER'S ASSOCIATION APPROVAL:  YES  NO

OWNERS MEMBERSHIP # \_\_\_\_\_ LESSEES # \_\_\_\_\_

MEMBERSHIP CARDS: \_\_\_\_\_ CARDS IN:  YES,  NO,  LATER,  SOME,  NONE,

# \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_

Date Tenant Cards Picked Up \_\_\_\_\_ By:  Owner,  Agent,  Lessee,  Other

**CONDOMINIUM/HOMEOWNER'S ASSOCIATION APPROVAL OF TENANTS FORM**

CONDOMINIUM/HOMEOWNER'S ASSOCIATION \_\_\_\_\_

The following individuals are approved to Lease Unit # \_\_\_\_\_ for the lease period  
\_\_\_\_\_ to \_\_\_\_\_

NOTE: Any and all extensions MUST have condominium approval.

LESSEE(S) FIRST & LAST NAME(S) \_\_\_\_\_

ALL LESSEE(S) MUST BE LISTED

LEASE ADDRESS \_\_\_\_\_

OWNER(S) FIRST & LAST NAME(S) \_\_\_\_\_

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**ACTION OF BOARD OF DIRECTORS**

LEASE APPROVED:  YES  NO DATE OF DECISION: \_\_\_\_\_

BY \_\_\_\_\_ OR \_\_\_\_\_  
Association President/Secretary Association Manager