

LEASE APPLICATION 2011/2012

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. (includes 2 tenant IDs).
3. **\$50 fee for each** Tenant Card exceeding the number of Membership Cards for a period not to exceed 6 months.
4. Condominium/Homeowner's Association Approval of Tenants Form signed and attached to the Lease Application
5. Single family residences must have a copy of the lease attached to the Lease Application Form—condominium/homeowner's approval not applicable
6. **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 tenant to pick up all tenant cards. PROOF OF IDENTITY WILL BE REQUIRED TO COMPLETE CARD PICK-UP.

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 2011/2012. Should you have any questions, please call Sherona Mills, 239-596-6180 ext. 238.

CHECK LIST - DID YOU REMEMBER TO INCLUDE THE FOLLOWING?

- Completed Lease Application Form
- \$125 check (nonrefundable)** payable to Pelican Bay Foundation, Inc (includes 2 tenant IDs)
- \$50 fee (nonrefundable) for each** Tenant Card exceeding number of Member Cards.
- 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

PELICAN BAY FOUNDATION LEASE APPLICATION 2011/2012
6251 Pelican Bay Blvd., Naples, FL 34108 Phone: (239)597-8081 Fax: (239)597-7529
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 (includes 2 tenant IDs)
2. **\$50 fee for each** Tenant Card exceeding number of Member Cards (per 6 months)
3. Signed Condominium/Homeowner's Association Approval of Tenants Form
4. A copy of the lease if renting a single family residence
5. 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 _____

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) _____

ACTION OF BOARD OF DIRECTORS

LEASE APPROVED: YES NO DATE OF DECISION: _____

BY _____ OR _____

Association President/Secretary

Association Manager