



# INSTRUCTIONS

## for LEASE APPLICATION 2019

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. **\$250 check (non-refundable)** payable to Pelican Bay Foundation, Inc. (for 2 tenant IDs). Checks are processed immediately upon receipt.
3. If the number of Tenants exceeds two people, there is a **\$100 fee for each** additional Tenant Card.
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/OWNER CARDS** issued to all owners, dependents (children, elderly parents, college students) partners, significant others, etc. (If needed, owner(s) can obtain Temporary ID cards for a maximum of 2 weeks so that they can continue to enjoy the amenities until start of the lease. 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). *If tenants should vacate residence early, members are required to provide the Foundation a letter from the condo association verifying the tenants have vacated before the Foundation can release the owner-member cards back to the owners.*

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.

### IMPORTANT!



**Tenants are required to pick up all tenant cards in person. PROOF OF IDENTITY (i.e. driver license or passport) 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. We look forward to working with you during our next rental season in 2019. Should you have any questions, please call Member Services, 239-260-8457.

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

- Completed Lease Application Form
- \$250 check (nonrefundable)** payable to Pelican Bay Foundation, Inc (for 2 tenant IDs)
- IF APPLICABLE, **\$100 fee (non-refundable) for each** Tenant Card exceeding the first two.
- 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 2019**

6251 Pelican Bay Blvd., Naples, FL 34108 Phone: (239)597-8081 Fax: (239)597-7529  
Transfer of Membership Privileges from owner(s) to renter(s)

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

1. **\$250 check (nonrefundable)** payable to Pelican Bay Foundation, Inc (for 2 tenant IDs)
2. **\$100 fee for each** Tenant Card exceeding the first two rental member cards.
3. Signed Condominium/Homeowner's Association **Approval of Tenants Form**
4. **A copy of the lease if renting a single family residence**
5. **ALL OWNER/MEMBERSHIP CARDS** issued by Pelican Bay Foundation to all owners, dependents and partners shall be turned in at the Foundation prior to rental start date. There is a drop box outside the door at the Commons building for after-hours drop off.

**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 IN ORDER TO RECEIVE MEMBER ID CARDS**

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 IN ORDER TO RECEIVE MEMBER ID CARDS

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