



# *INSTRUCTIONS*

## *for LEASE APPLICATION 2021*

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. **\$300 by credit card over the phone or check by mail (non-refundable)** payable to Pelican Bay Foundation, Inc. (for 2 tenant IDs). Credit cards and checks are processed immediately upon receipt and are non-refundable. Call 239-260-8457 to pay by credit card. Tenant or owner can make payment.
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 if one not already provided by condo association.
5. Single family residences must have a copy of the lease attached to the Lease Application Form—condominium/homeowner's approval not applicable
6. **REGARDING MEMBERSHIP/OWNER CARDS** - *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 re-activate the owner-member cards.*

Incomplete lease applications could result in UP TO 30 DAYS DELAY in issuing tenant cards.

### IMPORTANT!



**Tenants are required to provide - PROOF OF IDENTITY (i.e. driver license or passport) and a "shoulder up" photo of each tenant by email prior to arrival. See Below.**

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 2021. IDs and photos need to be emailed ahead of time to [memberservices@pelicanbay.org](mailto:memberservices@pelicanbay.org).

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

- Completed Lease Application Form
- \$300 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



**PELICAN BAY FOUNDATION  
LEASE APPLICATION 2021**

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. **\$300 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.**

**Membership owner cards will be de-activated on the day of the lease start date and automatically re-activated the day after the lease has expired.**

**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 # \_\_\_\_\_

**\*\* Please circle "Y" if tenant will be playing tennis – Y N**

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 # \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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