

## Milano Section II Residents Association, Inc.

### Application for Approval to Lease

**NOTE:** Lease terms are restricted to a minimum of **THIRTY** (30) days, and a maximum of **FOUR** (4) times per Calendar year. In accordance with Section 12 of the Governing Documents of the Milano II Section Association, this application must be submitted along with the required enclosures and application/background check fees at least **TWENTY** (20) days prior to occupancy to allow for processing time.

**APPROVAL MUST BE RECEIVED PRIOR TO OCCUPANCY.**

**IF OCCUPANCY IS ALLOWED PRIOR TO APPROVAL THE LEASE SHALL BE DEEMED VOID PURSUANT TO THE TERMS OF OUR COVENANTS ARTICLE 12.5.**

Current Owner of Record \_\_\_\_\_ Lot # \_\_\_\_\_

Unit Address \_\_\_\_\_

Term of Lease: From \_\_\_\_\_ To \_\_\_\_\_

THE UNDERSIGNED BELOW HEREBY MAKES THE APPLICATION **FOR APPROVAL** TO LEASE IN THE **MILANO SECTION II ASSOCIATION** IN ACCORDANCE WITH OUR GOVERNING DOCUMENTS - THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. THE APPLICANT(S) REPRESENT THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AND CONSENT TO FURTHER INVESTIGATION CONCERNING THIS INFORMATION, OR ANY INFORMATION WHICH COMES FROM THAT INQUIRY, WHICH IS REASONABLY NECESSARY FOR APPROVAL OF THIS REQUEST.

#### **SECTION ONE**

**PLEASE NOTE: TENANTS ARE NOT ALLOWED PETS**

**Applicant & persons who will be occupying the above Residence are as follows:**

**NAME** \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Date of birth* \_\_\_\_\_ *Social Security #* \_\_\_\_\_ *Driver's Lic. #* \_\_\_\_\_

**NAME** \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Date of birth* \_\_\_\_\_ *Social Security #* \_\_\_\_\_ *Driver's Lic. #* \_\_\_\_\_

**NAME** \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Date of birth* \_\_\_\_\_ *Social Security #* \_\_\_\_\_ *Driver's Lic. #* \_\_\_\_\_

**NAME** \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Date of birth* \_\_\_\_\_ *Social Security #* \_\_\_\_\_ *Driver's Lic. #* \_\_\_\_\_

**NAME** \_\_\_\_\_ *Relationship* \_\_\_\_\_

*Date of birth* \_\_\_\_\_ *Social Security #* \_\_\_\_\_ *Driver's Lic. #* \_\_\_\_\_

**Applicants present address:** \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

## **SECTION 2**

### **EMPLOYMENT INFORMATION:**

<u>Employer(s)</u>	<u>Address</u>	<u>Telephone No</u>
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1. \_\_\_\_\_

How long employed? \_\_\_\_\_

2. \_\_\_\_\_

How long employed? \_\_\_\_\_

(One of your reference letters must be from your present employer)

## **SECTION 3**

### **VEHICLE INFORMATION:**

**NO MORE THAN TWO (2) VEHICLES PER UNIT ON A PERMANENT BASIS**

Please fill in all auto information

**Auto #1:** Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic# \_\_\_\_\_ ST \_\_\_\_\_

**Auto #2:** Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic# \_\_\_\_\_ ST \_\_\_\_\_

**Please note: A motorcycle, scooter, moped, motorized Goped, ATV, boat, truck, van or trailer is considered a vehicle and MUST fit into the garage and be garaged at ALL times.**

**IF VEHICLE IS A RENTAL CAR, PLEASE INDICATE ABOVE.**

Please refer to section 9.7 of the Governing Documents and Milano Rules & Regulations for vehicle and parking restrictions.

**ANY VEHICLE PARKED ON THE STREET OR GRASS OR BLOCKING THE SIDEWALK IS SUBJECT TO TOWING.**

**A GUEST VEHICLE PARKED IN GUEST PARKING WITHOUT A VALID MILANO GREEN & WHITE GUEST TAG IS SUBJECT TO TOWING.**

**YOUR SIGNATURE WILL ACKNOWLEDGE YOUR AGREEMENT TO COMPLY WITH ALL THE RULES AND REGULATIONS AS STATED IN THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS UNDER "USE RESTRICTIONS" AND THAT YOU HAVE RECEIVED AN UPDATED COPY OF SUCH FROM THE OWNER AND/OR AGENT.**

SIGNATURE OF APPLICANT(S) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER/AGENT \_\_\_\_\_ DATE \_\_\_\_\_

Name of Real Estate Company \_\_\_\_\_

Address of Owner/Agent \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**\*\*\* Please fill out COMPLETELY. Incomplete applications will be returned. \*\*\***

This application has been designed for the purpose of protecting you and the current property owner. It is the desire of the present members of the Association to welcome you to an environment in which pride in ownership and adherence to all Rules & Regulations will ensure a private and ideal community life.

Please note, however, that our Governing Documents restrict us from accepting certain situations and therefore by making application the applicant agrees, **prior to approval of the lease application**, to meet with the Board to discuss their application if the Board so requests. You can refer to Section 12.3 C of the Milano II Association Governing Documents.



**Please include the following with the application:**

1. **FULLY** completed Application.
2. Copy of **EXECUTED LEASE** from the Owner
3. Tenancy Application filled out for **Background & Credit Check Appl Form** - required for **all** applicants aged 16 and over.
4. Clear and Legible **Photo ID**: Passport, Driver's License, Military ID, Employee ID or State ID are acceptable.
5. Two (2) **LETTERS** of Character Reference (**No relatives or roommates**).
6. Completed **P&V, GuestHangTag, Key Request Form**
7. **NON-REFUNDABLE \$100.00 Application Fee** payable to **Milano II Assoc**
8. **\$40.00 PER applicant - screening fee** payable to **Williams Service Group, Inc.**
9. Once the above package is complete please arrange for a **Board interview**.

In signing this application you agree to follow all the Rules & Regulations of the Milano community.

Please return **ALL** above items to:

Leo Williams  
Williams Service Group  
PO Box 770327  
Naples, Florida 34107  
239-593-6246/596-0448 (fax)

**TENANTS MUST REQUEST TWO (2) GREEN TENANT PARKING DECAL STICKERS FOR THEIR VEHICLES UPON APPROVAL OF THIS APPLICATION. PLEASE ADHERE IT TO THE LOWER LEFT REAR BUMPER OF YOUR VEHICLE FOR REQUIRED DISPLAY AT ALL TIMES.**

**IT IS THE RESPONSIBILITY OF THE OWNER and/or AGENT TO PROVIDE THE TENANT WITH THE (2) GREEN & WHITE GUEST PARKING TAGS THAT HAVE BEEN RECORDED FOR THE UNIT BEING LEASED.**

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**Action of Board of Directors**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

BY: \_\_\_\_\_  
Association Director

and/or \_\_\_\_\_  
Association Manager

**Milano Vehicle Registration – Complete and submit to Leo Williams**

Williams Service Group, Inc  
PO Box 770327  
Naples, FL 34107-0327  
239-593-6246 239-596-0448 (fax)

Name: \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**\*\*\*\*VEHICLE INFORMATION\*\*\*\***

#1 Vehicle: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

#2 Vehicle: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**PLEASE NOTE:**

- YOU MAY ONLY PARK 2 VEHICLES AT YOUR UNIT ON A PERMANENT BASIS
- A MOTORCYCLE IS CONSIDERED A VEHICLE
- ALL WATERCRAFT IS CONSIDERED A VEHICLE
- STICKERS MUST BE PLACED ON LEFT SIDE OF VEHICLE ON REAR BUMPER OR ON REAR GLASS (if not tented glass)

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**For Property Management Use Only**

#1 Sticker Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Lic. Plate#: \_\_\_\_\_ State: \_\_\_\_\_

#2 Sticker Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Lic. Plate#: \_\_\_\_\_ State: \_\_\_\_\_

Replacement Stickers – NO CHARGE as of 8/27/11

**Guest Hang Tags:**

(2) Guest Tags: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Replacement Tag – \$10.00 Per Tag as of 8/27/11

#3 Guest Tag: \_\_\_\_\_ Date Issued: \_\_\_\_\_ #4 Guest Tag: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Amenities Key:**

Date Issued: \_\_\_\_\_ #2 Key Date Issued: \_\_\_\_\_ #3 Key Date Issued: \_\_\_\_\_

Replacement Pool Key – \$25.00 as of 8/27/11



**AUTHORIZATION FOR RELEASE OF INFORMATION AND FOR THE PROCUREMENT OF A BACKGROUND REPORT**

I consent to have a consumer report made as to my credit history, employment history, motor vehicle driving record, social security information, criminal record, and other pertinent information for employment purposes, including initial hiring decisions, promotions, reassignments, and/or retention. I hereby authorize **Williams Service Group, Inc.** to obtain a background report containing the foregoing information from Express Screening, P.O. Box 812289, Boca Raton, Florida 33481.

I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, national credit reporting agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to Express Screening within a reasonable time after I execute this authorization.

I also authorize and request every person, firm, company, corporation, governmental agency, court, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background to furnish same to any requesting party.

By this Authorization for Release of Information and for the Procurement of a Background Report, I hereby forever release, discharge, exonerate, hold harmless and indemnify Express Screening, its affiliates, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander, invasion of privacy, related tort claims, misuse of information obtained from Express Screening, and any other claim or cause of action arising out of the furnishing, inspection or copying of any documents, files, records, and other information, or the investigation made by or on behalf of Express Screening, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

**IMPORTANT! SATISFACTORY TO CONTACT PRESENT EMPLOYER? YES ☐ NO ☐**

DATE _____	APPLICANT'S SIGNATURE _____	DRIVER'S LICENSE NO. & STATE ISSUED _____
Printed Name: _____ Social Security No. _____ †		
Address: _____ Birthdate: _____ †		
City/State/Zip: _____		

†Responses to these questions are completely voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another person in the event we discover adverse information during our background investigation.

**Office Use Only:**

Request Date: \_\_\_\_\_ Association Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

# **MILANO**

## **PARKING & TOWING POLICY**

### **STICKERS:**

Two (2) RED Stickers for OWNERS or two (2) GREEN stickers for TENANTS will be issued and dispensed to specified vehicular license plate numbers for each unit.

The RED or GREEN sticker/permit **MUST** be displayed on the **left rear bumper** of your car(s) by the effective date or you will be subject to towing and/or fines.

### **ONLY APPROVED LEASES WILL RECEIVE GREEN PARKING STICKERS.**

#### **STICKERED CARS MAY:**

Park in driveways as defined by the Governing Documents of Milano.

Park at the pool or basketball court from 7AM to 8PM ONLY.

Due to the limited number of parking spaces at Milano, we strongly urge you to walk to the pool, tennis courts or basketball court during the recreational facilities usable hours. However, if you find it necessary to drive your car and park in the **GUEST** parking for **ANY** reason, you will be subject to towing and/or fines.

#### **STICKERED CARS MAY NOT:**

Park in **GUEST** parking from 8:00 PM to 7:00 AM when recreational facilities are closed.

**Park in another Owner's driveway** unless explicit permission from the Owner has been filed with the management company.

## **GUEST PERMITS**

Two (2) **YELLOW PERMITS** are issued per each unit. The **YELLOW PERMITS** are for temporary use only and **MUST** be hung on the **REAR VIEW MIRROR** of the guest car. Failure to do so will result in towing at the owner's expense.

If your guest car fits in your driveway, (not the portion owned and controlled by the Recreational Association as defined by the Governing Documents of Milano) the guest may park on the driveway between 7:00AM & 8:00PM **without** a Yellow permit.

**After 8:00PM, they MUST** have a Yellow Permit hanging from their rear view mirror or they will be towed/fined.

A Yellow permitted guest car **MAY NOT** park in any other OWNER'S driveway unless explicit permission from that Owner has been filed with the management company.

**ALL GUEST CARS (NOT IN OWNER DRIVEWAYS) MUST PARK IN THE GUEST PARKING WITH THEIR YELLOW PERMITS HANGING ON THE REAR VIEW MIRROR. THEY MAY REMAIN THERE FOR NO LONGER THAN THREE (3) DAYS AND NIGHTS. IF THEY REMAIN THERE LONGER, THEY WILL SUBJECT TO TOWING AND/OR FINES.**

If a longer stay is required, please call Williams Service Group, Inc.  
at (239) 593-6246 for an extended pass.

**ALL PARKING WILL BE MONITORED ON A DAILY BASIS**

**THE MILANO RECREATION BOARD ASSOCIATION  
THANKS YOU FOR YOUR COOPERATION**