

Milano IV Resident Association  
C/O: WILLIAMS SERVICE GROUP  
P.O.B. 770327  
Naples, FL 34107  
(239) 593-3237

**Application for Approval to Lease**  
**Milano Section IV Residents Association, Inc.**

**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 IV 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 OWNER IS SUBJECT**  
**TO A FINE OF \$100.00 PER DAY, UP TO TEN (10) DAYS.**

Current Owner of Record: \_\_\_\_\_ Ph. \_\_\_\_\_

Owner's Current Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

THE UNDERSIGNED BELOW HEREBY MAKES THE APPLICATION **FOR APPROVAL** TO LEASE IN THE **MILANO SECTION IV RESIDENT'S ASSOCIATION, INC.** THE APPLICANT REPRESENTS THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AND CONSENTS 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**

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

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

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

Applicant's present address: \_\_\_\_\_

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

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

<b><u>SECTION 2</u></b>
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**EMPLOYMENT INFORMATION:**

<u>Employer(s)</u>	<u>Address</u>	<u>Telephone No</u>
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1. _____		
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How long employed? \_\_\_\_\_

2. _____		
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How long employed? \_\_\_\_\_

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

**SECTION 3****VEHICLE INFORMATION (includes rental vehicles):****NO MORE THAN TWO (2) VEHICLES PER UNIT ON A PERMANENT BASIS;****A motorcycle is considered a vehicle.****Please fill in all auto information****Auto #1:** Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic# \_\_\_\_\_ ST \_\_\_\_\_**Auto #2:** Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic# \_\_\_\_\_ ST \_\_\_\_\_**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 RECORDED MILANO GUEST TAG  
IS SUBJECT TO TOWING.****YOUR SIGNATURE WILL ACKNOWLEDGE YOUR AGREEMENT TO  
COMPLY WITH ALL THE RULES AND REGULATIONS AND YOUR  
AUTHORIZATION FOR MILANO IV TO OBTAIN A NATIONAL CRIMINAL  
BACKGROUND CHECK. (all applicants over the age of eighteen (18) must sign  
this application to authorize a National Criminal Background check.)**SIGNATURE OF  
APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_SIGNATURE OF  
APPLICANT \_\_\_\_\_ 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.** \*\*\*

The applicant agrees to be interviewed by a Board member **prior to approval of the lease application.**

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

1. **FULLY** completed Application.
2. Copy of **EXECUTED LEASE** from the Owner
3. Clear and Legible **Photo ID**: Passport, Driver's License, Military ID, Employee ID or State ID is acceptable.
4. Two (2) **LETTERS** of Character Reference (note: one being from Employer).
5. **NON-REFUNDABLE \$100.00 Application Fee** payable to **Milano IV Assoc.**
6. **\$40.00 PER applicant - screening fee** payable to **Williams Service Group** for a **National Criminal Background & Credit Check** - required for all applicants aged 18 and over.
7. Sign agreement to understanding and following the Rules and Regulations.

Please return **ALL** above items to: **Williams Service Group**  
**P.O.B. 770327**  
**Naples, FL 34107**  
**(239) 593-3237**

**Parking Decals, Guest Parking Tags, and Pool Key may be obtained from: PROPERTY MANAGEMENT WILLIAMS SERVICE GROUP**

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**Action of Board of Directors**

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

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

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

**MILANO SECTION IV RESIDENTS' ASSOCIATION, INC.**

**New Rules and Regulations proposed by the  
Board of Directors for Milano Section IV Residents' Association, Inc.**

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**RULES FOR PETS**

The Board of Directors for Milano Section IV ("Board") has observed that a limited number of residents in Milano continue to maintain dangerous breeds of pets, allow pets to run free outside the Units without a leash and neglect to pick up after their pets.

Accordingly, pursuant to the association's bylaws and Florida Statutes Chapter 720, the Board hereby provides 14 days' notice of its intent to vote on the following Rule on Monday, April 19, 2010 at 6:30 p.m. at the Milano pool area:

Lot Owners who occupy their Unit may keep pets on the Parcel. No vicious breed of animal (including but not limited to Staffordshire Terriers a/k/a Pit Bulls, Dobermans, Rottweilers, Chows, Presa Canarios, Akitas, Wolf hybrids, Huskies, and similar types of dogs) may be kept in the community nor "exotic" pets such as snakes, lizards, feral animals and the like. The Board shall have the exclusive authority to determine if a breed of dog is considered "vicious" or if any other type of pet is "exotic", at its sole discretion.

Following one (1) written notice and a reasonable opportunity to cure, if any pet continues to be a nuisance to residents in Milano, the pet shall be removed from the Parcel within 15 days of written notice from the Board.

When outside, pets must be kept on a leash, unless the pet is kept within an "invisible fence."

Pets are not permitted in the pool area, tennis courts or other recreational common parcels.

Residents who own pets are responsible for cleanup and disposal of their pet's excrement and any injury or damage (whether to association or private property) caused by their pets.

Tenants or any residents who are not Unit Owners who take occupancy in Milano following the Board's approval of this rule shall not be permitted to keep pets in Milano Section II. Current tenants are exempt from this Rule until expiration of their lease terms.

Board Approved April 19, 2010

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SIGNATURE OF APPLICANT

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DATE

## **MILANO RECREATION ASSOCIATION, INC RULES & REGULATIONS**

- Please observe the speed limit of 10 miles per hour within Milano
- Garage doors must be kept closed except when a vehicle must enter or exit the garage.
- Garages and Lanais are to be used as intended and not as storage, a room to reside or "live" in.
- All garbage and trash cans must be placed within the garage.  
Trash cans may be set out at the curb after 6PM the night before trash collection and returned to garages before 11PM the next night.
- No fishing is allowed in the lakes.
- Residents are not allowed to conduct business activities within Milano that are apparent or detectable by sight, sound or smell from outside the unit; constitute a nuisance; are hazardous or offensive; threaten the safety and security of other residents and that do not conform to zoning requirements.
- Please direct all landscaping issues to Property Management.
- No resident may remove any plantings or trees from the area around their home.

### **VEHICLES AND PARKING**

- Please contact the Property manager for Vehicle and Parking policies.
- Parking stickers **MUST** be placed on the vehicle. Either on the rear bumper or the rear glass window.
- No parking on the street.
- No blocking of any sidewalks.
- No parking on the grass.
- No more than 2 vehicles per unit.
- Commercial vehicles must be park in the garage
- Tenants cannot park in Guest parking; unless using the pool, tennis courts, or basketball court.
- Guests of Residents must display a guest pass when parked in any guest parking area.
- Motorcycles must be parked in the garage when not used.
- Bicycles are to be kept in the garage when not in use.
- Only operable and currently licensed vehicles may be parked in Milano.
- Vehicles cannot be kept in a state of disrepair.
- No parking is permitted on another driveway without written permission from the Owner on file with the Property Manager.
- Please notify Property Management if more temporary guest passes are needed.



- The Board is permitted to order the towing of any vehicle that is in violation of the Governing Documents or Rules and Regulations.

### **RECREATIONAL FACILITIES**

- Residents shall observe the Pool rules that are posted.
- Pool & Spa hours are Dawn to Dusk as per our permit.
- Tennis courts are for playing tennis only.
- When using any of the recreational facilities please be considerate and leave them in proper order.

### **RESIDENTS**

- The Preserve is an Environmentally Protected Area – NO TRESPASSING.
- Personal recreational items such as, but not limited to, bicycles, mopeds, skateboards, shoes, hula hoops, skates, toys, etc. should be put away when not in use. If the above items are left lying around on a continuing overnight basis they will be confiscated and a fine will be applied to retrieve them.
- Basketball hoops, toys and swing sets are not permitted nor shall they be stored on any lanai.

### **TRASH**

- Waste Management schedule:  
Tuesdays – Trash AND Re-cycling (set out Monday night after 6:00pm & return Tuesday night by 11:00pm)  
Fridays – Trash ONLY (set out Thurs night/ return by Fri night)  
Note: larger items to be picked up MUST be called in to Waste Management to schedule a date.

### **ARCHITECTURAL REVIEW**

- Any changes or additions to the outside of a unit (front or back) must first be submitted to the Owner who must apply to the Architectural Review Committee (ARC) for written approval. ARC forms can be obtained from management.

Some examples are:

- Screen doors
- Installation and display of flags
- Satellite dishes
- Plantings
- All signs

**THIS MUST BE READ AND SIGNED BY ALL APPLICANTS FOR APPROVAL!**

By signing below, I acknowledge that I have read, understand, and will abide by the Rules and Regulations set forth by Milano Section IV Residents Association, Inc.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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SIGNATURE OF APPLICANT

THANK YOU!

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DATE



**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

# **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**



**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: \_\_\_\_\_