

San Remo at Palmira HOA

c/o KEB MANAGEMENT SERVICES

6017 PINE RIDGE RD. #262

NAPLES, FL 34119

239-262-1396 OFFICE 239-262-5947 FAX

APPLICATION FOR LEASE AND/OR RENEWALS

This application must be submitted by the Unit Owner along with the required enclosures and a \$100.00 non-refundable application fee, (see page 5) no less than twenty (30) days prior to occupancy to allow for processing time. Application must be received at least twenty (20) days prior to occupancy. Please note that, per the terms of the Governing Documents, **your home or Unit can only be rented a total of three times within a calendar year, and for a term of no less than 4 months.**

For all lease extensions and lease renewals, a new lease application must be filled out, signed and submitted at least twenty (20) days prior to the expiration of the lease. A new lease or an addendum to the original lease must be submitted as well. There will be a lease renewal fee of \$50.00 made payable to San Remo at Palmira, turned in on expected expiration date of lease.

Unit Address: _____ Lot / Unit # _____

Current Owner of Record: _____

Term of Lease: For the period Beginning: _____ Ending: _____

As the owner of the Unit, please list your mailing address and phone number for all correspondence with the San Remo HOA (SRHOA).

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ E-Mail: _____

I AGREE THAT THE ASSOCIATION, IN THE EVENT IT APPROVES THIS LEASE, IS AUTHORIZED TO ACT AS MY AGENT WITH FULL POWER AND AUTHORITY TO TAKE WHATEVER ACTION MAY BE REQUIRED TO PREVENT VIOLATIONS BY LESSEES AND THEIR GUESTS OF PROVISIONS OF THE RULES AND REGULATIONS OF THE SAN REMO HOA.

Signature of Homeowner or Rental Agent on behalf of Homeowner: _____

Date: _____

Lessee Information

The undersigned prospective Lessee hereby makes application for approval to lease in the Neighborhood, agrees to abide by all Rules and Regulations and Covenants of the San Remo at Palmira HOA. 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 necessary for approval of this request. **ANYONE WHO WILL BE LIVING IN THE RESIDENCE FULL TIME THAT IS OVER THE AGE OF 18, WILL BE REQUIRED TO HAVE A BACKGROUND CHECK.**

Persons who will occupy the above Residence are as follows:

Lessee Name: _____

Co-Lessee Name: _____

Lessee's Current Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Cell Phone: _____ Email: _____

Previous Landlord: _____ Phone number: _____

Current or Last Employer: _____

How Long: _____ Position: _____

Employer address: _____ Phone: _____

Others who will occupy the unit on a FULL TIME basis:

<u>Name</u>	<u>Relationship</u>	<u>DOB</u>
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

NOTE: Occupancy is restricted to the residential, non-business use of a Unit by one person or a single household as these terms are defined in the San Remo at Palmira HOA Use Restrictions.

Lessee Information (continued)

Automobile Information

	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>License Plate</u>	<u>State</u>
Auto #1:	_____	_____	_____	_____	_____	_____
Auto #2:	_____	_____	_____	_____	_____	_____

NOTE: *Please refer to the San Remo HOA and if applicable, Neighborhood Association documents for Vehicle and Parking restrictions. Violations of Parking Restriction rules and regulations may lead to lease termination and eviction.

Pet Information: **San Remo allows a maximum of 2 dogs or cats.**

Pet #1: Pet's Name: _____ Type: _____ Breed: _____ Weight: _____
Pet's License # _____ State: _____ Date: _____
Rabies Vaccination Date: _____

Pet #2: Pet's Name: _____ Type: _____ Breed: _____ Weight: _____
Pet's License # _____ State: _____ Date: _____
Rabies Vaccination Date: _____

NOTE: Please refer to the San Remo HOA documents for Animal, Pet and Noise restrictions.

Persons to be notified in Case of Emergency:

Name: _____ Phone No: _____

Name: _____ Phone No: _____

*The Unit owner is responsible to provide you with copies of all San Remo HOA documents. If your vehicle is one that requires it be garaged it is your responsibility to ascertain that you can do so or risk being denied a vehicle access sticker.

SAN REMO HOA

Tenant/Applicant Representations:

1. I am aware of, and agree to abide by and be bound by the Declaration of Covenants, Conditions and Restrictions for San Remo HOA, and any applicable Supplemental Declarations, the By-Laws, the Use Restrictions and the Rules and Regulations (collectively the "Governing Documents" for purposes of this Lease Application) of San Remo HOA. It is the Owner's obligation to make these Governing Documents available to me. My signature acknowledges: (i) my receipt of these Governing Documents; and (ii) my concurrence that they have been read in their entirety and understood by me before entering into any agreement for the rental of the above Unit and before the execution of this application form; and (iii) my agreement to comply with all Governing Documents as written. I FURTHER UNDERSTAND AND AGREE THAT THE SAN REMO HOA, IN THE EVENT IT APPROVES A LEASE, IS AUTHORIZED TO ACT AS THE OWNER'S AGENT WITH FULL POWER AND AUTHORITY TO TAKE WHATEVER ACTION MAY BE REQUIRED TO PREVENT VIOLATIONS BY LESSEES AND THEIR GUESTS OF PROVISIONS OF THE RULES AND REGULATIONS OF THE SRHOA.
2. I ACKNOWLEDGE THAT I MAY NOT OCCUPY THE PREMISES PRIOR TO RECEIVING APPROVAL TO DO SO FROM THE SRMHOA.
3. **IF, AT ANY TIME DURING THE TERM OF MY LEASE, THE UNIT OWNER BECOMES DELINQUENT IN THE PAYMENT OF ASSESSMENTS TO THE SRHOA, THE ASSOCIATION MAY MAKE A DEMAND UPON ME AND I WILL FORWARD ALL RENT PAYMENTS AFTER THE DATE OF THE DEMAND TO THE ASSOCIATION UNTIL THE ASSESSMENTS ARE PAID IN FULL, PURSUANT TO FLORIDA STATUTES SECTION 720.3085.**
4. **MY SIGNATURE AUTHORIZES THE SRHOA TO OBTAIN ANY AND ALL BACKGROUND INFORMATION RELATING TO ME AND FURTHER AUTHORIZES ANY AND ALL OF THE MY CREDITORS AND CREDIT BUREAUS TO RELEASE ANY AND ALL OF MY CREDIT HISTORY TO THE SRHOA.**
5. MY SIGNATURE CERTIFIES THAT ALL THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THE OCCUPANCY OF THE ABOVE UNIT IS BASED UPON THE ACCURACY OF SAID INFORMATION AND THAT REMOVAL PROCEEDINGS MAY RESULT AGAINST ME AND ALL OTHER OCCUPANTS OF THE UNIT SHOULD IT BE ESTABLISHED THAT ANY OF SAID INFORMATION IS NOT TRUE AND CORRECT.

SIGNATURE OF APPLICANT: _____

DATE: _____

SIGNATURE OF CO-APPLICANT: _____

DATE: _____

SIGNATURE OF UNIT OWNER

Or REAL ESTATE AGENT: _____

DATE: _____

Name of Real Estate Company: _____

Address of Real Estate Agent: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Seasonal Property Rental – the property owner needs to:

- Pick up a rental packet at KEB Management Services or print off the San Remo website.
- Deliver to KEB Management Services office located 28185 Matteotti View, Bonita Springs, FL 34135. (fax 239-262-5947):

- Copy of the completed lease application
- Copy of executed lease
- Application fee (\$100) made payable to **San Remo at Palmira HOA**.
- Background check fees (\$40 for first person, \$20 for each additional person over the age of 18)
ALL APPLICANTS OVER THE AGE OF 18 LIVING FULL TIME IN THE RESIDENCE ARE REQUIRED TO HAVE A BACKGROUND CHECK. PLEASE NOTE THAT INTERNATIONAL APPLICANTS (INCLUDING CANADA) HAVE HIGHER FEES FOR BACKGROUND CHECKS. PLEASE CALL OUR OFFICE FOR PRICING (239-262-1396)
- \$5.00 Barcode Fee for each vehicle
- \$20.00 Fee for Key Fobs

IF YOU WISH TO MAIL THIS INFORMATION TO US, SEND TO:

KEB MANAGEMENT SERVICES
6017 PINE RIDGE RD. #262
NAPLES, FL 34119

Gate access for lessee –. The owner or agent will need to fill out a lease bar code registration form which may be obtained from our office. All bar codes to lessees will be valid through the duration of the lease, and will be deleted from the system once the lease terminates. **If the lease is renewed, you as the owner must notify KEB Management Services via email or phone and provide a \$50.00 lease renewal fee, payable to San Remo at Palmira. The bar code registration will then be adjusted accordingly.**

ACTION OF THE BOARD/AGENT

APPROVED: _____ DISAPPROVED: _____ DATE OF DECISION: _____

BY: _____ Title: _____