



2022 Rev. 10.25.2022

## Lease Application



### ***Welcome to Positano Place at Naples***

We will do our best to make your stay as safe and enjoyable as possible. Please help us by completing this form completely. Fields left blank will delay processing as all information requested is required.

Processing takes no less than seven business days which allows us a more thorough verification to ensure a safe community. **It is imperative that all items requested on page five be delivered as one packet. *Partial packets cannot be accepted.***

At any time throughout your stay we urge you to keep informed and attend our on-property functions as well as read all notices, mailings and community newsletters which contain important information.

On behalf of the Board and Property Management Staff Welcome!



# Application for Approval to Lease

All tenants must be included on this form.

Application approval may take up to seven business days.

Applicant I - <b>Legal Name</b> (Last, First)				DOB	
Current Address	<input type="checkbox"/> House <input type="checkbox"/> Condo <input type="checkbox"/> Apartment	Current City	Current State	Current Postal Code	
Previous Address	<input type="checkbox"/> House <input type="checkbox"/> Condo <input type="checkbox"/> Apartment	Previous City	Previous State	Previous Postal Code	
Phone No.	Current & Previous Landlord	Current & Previous Landlord Contact Number(s)			
SSN#	E-mail Address	Contact Name & Phone (for emergencies only)			

Applicant II - <b>Legal Name</b> (Last, First)				DOB	
Current Address	<input type="checkbox"/> House <input type="checkbox"/> Condo <input type="checkbox"/> Apartment	Current City	Current State	Current Postal Code	
Previous Address	<input type="checkbox"/> House <input type="checkbox"/> Condo <input type="checkbox"/> Apartment	Previous City	Previous State	Previous Postal Code	
Phone No.	Current & Previous Landlord	Current & Previous Landlord Contact Number(s)			
SSN#	E-mail Address	Contact Name & Phone (for emergencies only)			

Applicant III - <b>Legal Name</b> (Last, First)				DOB	
Current Address	<input type="checkbox"/> House <input type="checkbox"/> Condo <input type="checkbox"/> Apartment	Current City	Current State	Current Postal Code	
Previous Address	<input type="checkbox"/> House <input type="checkbox"/> Condo <input type="checkbox"/> Apartment	Previous City	Previous State	Previous Postal Code	
Phone No.	Current & Previous Landlord	Current & Previous Landlord Contact Number(s)			
SSN#	E-mail Address	Contact Name & Phone (for emergencies only)			

**List minors in the unit. Use a copy of this sheet for additional adults. Undocumented residents will be subject to fines and/or eviction.**

1. _____	2. _____	3. _____
Name	DOB	Name
DOB	Name	DOB

**Is any prospective tenant serving as a member of the US Armed Forces on active duty or State active duty?**  
**YES \_\_\_\_\_ NO \_\_\_\_\_**

## Owner Information

Positano Place Unit Owner (Last, First)	Owner Building / Unit	Owner Contact Number

## Agent Information

Please enter agent information regardless if tenants are being managed or attach business card)

Agent Name	Broker	Contact Number	Email

Is Agent/Broker Managing Lease?  Yes  No

<b><u>Vehicle Registration and Information</u></b>	<b>Make</b> (Ford, Chevy, Mazda, etc.)	<b>Model</b> (Focus, S10, RX7, etc.)	<b>Color</b>	<b>License Plate</b>	<b>Year</b>	<b>State</b>

**(No more than 3 vehicles per unit are permitted)**

**Initials**

**All fields must be completed and initialed. Please provide a copy of each vehicle's registration.**

- \_\_\_\_\_ One permit issued per vehicle. Residents not registered with the property management office will not be issued a permit. New vehicles must be reported to Property Management for new parking permits. Vehicles with altered, changed or voided permits are subject to tow.
- \_\_\_\_\_ All guests are required to display a visitor pass from 10:00 p.m. until 6:00 a.m. and park in visitor spaces only. Visitor passes cannot be used for more than five (5) consecutive nights.
- \_\_\_\_\_ It is the responsibility of each resident to ensure that the lease, lease application, and vehicle information is updated to ensure vehicle is not towed.
- \_\_\_\_\_ Permits cannot be transferred, photocopied or reused. Vehicles displaying reused decals may be subject to towing at owner's expense.

**Pet Information**

**Section 8.19 of the Master Declaration states as follows:**

The keeping of pets is a privilege, not a right. Tenants may not keep a dog on the property, but may keep no more than one (1) pet that is not a dog.

**\_\_\_\_\_ Initial if you do not have a pet.**

**In addition to Receiving Association Approval for Any pets, Residents must Also have the Approval of The unit owner In order to Keep a pet in The unit.**

**Description of Pet:**

Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

- ✓ Only the pet specifically listed above is allowed.
- ✓ Pet must be approved prior to bringing pet on the premises.
- ✓ Medical Certification for all pets is required prior to moving in.
- ✓ Pet sitting is not allowed at any time.
- ✓ A copy of pet's Collier County license must accompany application.
- ✓ A veterinarian's certification of up-to-date pet vaccinations is required.
- ✓ A color photo of your pet is required.
- ✓ If you have an emotional support animal (ESA) further documentation is required and available upon request.

**Please review: Florida Statute 817.265 effective July 1, 2020**

A person who falsifies information or written documentation or who knowingly provides fraudulent information or written documentation to obtain an emotional support animal (ESA) or otherwise knowingly and willfully misrepresents himself or herself as having a disability or a disability related need for an ESA commits a misdemeanor of the second degree as punishable under Chapter 775 of the Florida Statutes including up to sixty (60) days in jail and a \$500 fine. In addition, a person convicted under this new law must also perform thirty (30) hours of community service for an organization that serves persons with disabilities or such other organization that the court determines is appropriate.

**Refer to OR: Bk: 5243, Pg: 2298 in the Collier County Records for information regarding pets.**

**Lease Application Checklist-Incomplete or partial packets will be discarded without notice.**

**Initials** \_\_\_\_\_ A separate check for \$50.00 **per person**, (fees for multiple applicants may be on one check) payable to **Positano Place Master** for the tenant background check. This is required by the Association, regardless of owner or agent's requirements or existing background check source. This is not required for lease renewals; unless local court records indicate a need for a subsequent criminal records check.

**Initials** \_\_\_\_\_ All **Associations** charge a tenant surety deposit of **\$500** and a pet surety deposit of **\$500** (if applicable). If submitting a pet surety deposit, please submit it on a separate check. Both deposits are refundable less any deductions for violations.

**Initials** \_\_\_\_\_ All applicants are required to attend orientation with the Property Manager as part of the approval process. Please schedule this orientation with the Admin. Assistant at (239) 262-8382. **DO NOT move into the unit or park a vehicle overnight until this orientation has occurred.**

**Initials** \_\_\_\_\_ I understand that **move-ins & move-outs are not permitted on Sundays** and if this rule is violated a fee of \$100 per occasion will be deducted from my tenant surety deposit.

**Initials** \_\_\_\_\_ Provide a legible copy of a current/valid driver's license, State ID or passport for each person 18 years or older. All names listed on the lease must appear on the lease application. All names listed whose age is 18 or older are subject to a criminal background check.

**Initials** \_\_\_\_\_ Copy of executed Lease provided to the Association, must be signed by **all parties**.

**Initials** \_\_\_\_\_ Pet information completed (if applicable) including pet registration & supporting documentation.

**Initials** \_\_\_\_\_ I understand all vehicles parked overnight must display a valid parking permit regardless of duration. **IMPORTANT: Review all parking information!**

**Initials** \_\_\_\_\_ Your parking permits expire on the end date of your lease. **YOU MUST SUBMIT A NEW LEASE & LEASE RENEWAL APPLICATION WITHIN FIVE (5) DAYS OF LEASE EXPIRATION TO PREVENT YOUR VEHICLE FROM BEING TOWED AT THE END OF YOUR LEASE.**

**Initials** \_\_\_\_\_ Proof of Contents (Renters) Insurance for a period equal to the lease duration must be provided prior to move-in or within five (5) business days after move-in (as required).

**Initials** \_\_\_\_\_ You will receive a mailbox key from the owner or agent. If you wish, you may purchase a new mailbox lock with two keys for \$20.00 installed. Mail will not be delivered unless you have completed a change of address form with the U.S. Postal Service.

**Initials** \_\_\_\_\_ I understand this unit *does / does not* include a garage. Garage No. \_\_\_\_\_

**Initials** \_\_\_\_\_ I understand this unit *does / does not* include a storage unit. Storage No. \_\_\_\_\_

Copies of association Bylaws, Rules & Regulations, and property information may be obtained by visiting [www.positanoplaceatnaples.com](http://www.positanoplaceatnaples.com) or by calling the Positano Place property management office at 239-262-8382. Please submit the completed application and all appropriate documents (including personal checks or money orders) to us **by mail or in person only**. **Applications must be submitted in whole, including any checks or money orders as required.**

**Hand deliver or mail to:** Positano Place at Naples  
12910 Positano Circle  
Naples, FL 34105

**Note: Incomplete or partial packets will be discarded without notice.**

# Amenities & Hours of Operation

**Property Management Office Hours: Monday through Friday, 8:30am to 5pm**

**Business Center** – The business center consists of two computers with internet, laser printer, fax inbound, and fax outbound (local only) as well as general software. Public wi-fi is offered free of charge in the Clubhouse and pool areas at wireless name “Positano” or “Positano5ghz”. No username or password is required.

**Clubhouse Usage** – The Clubhouse has two kitchens to offer for events. These facilities should only be used to hold and serve food for your event (no cooking permitted). All events require advance reservation with a \$100 refundable cleaning deposit and \$200 rental fee. Event must also include a Security officer at \$35.00 per hour (plus tax) payable to the guard individually. Plan to schedule the guard thirty minutes before and after to allow for setup and cleanup. Reservation times cannot extend past 10pm. Please contact the office for the Reservation Request form. To enter the Clubhouse Friday, after 5pm and Saturday and Sunday, from 1pm to 10pm, you must enter through the fitness center using your FOB for access.

**Game Room** – The game room consists of a television, billiards and a shuffle board table. Table Tennis or Ping Pong is available in the Clubhouse Lanai area. Children under the age of 18 must be accompanied by, and supervised by an adult while in the Clubhouse or in any gaming area.

**Bocce Ball** – Available 8am to Dusk. Bocce Ball Court is located near children’s playground area. Equipment may be checked out from the Clubhouse by contacting Clubhouse or Security staff. Court is groomed and maintained by Positano maintenance staff and players should rake the court at the conclusion of play. Children must be supervised at the Bocce Ball court. No children under 12 permitted in the court area.

**Fitness Center** – The fitness center offers a wide variety of equipment and is available daily from 5:00am to 10:00pm. FOB/remote is required to gain entry outside of Clubhouse hours. Children 13 to 16 must be accompanied by an adult. Children 12 and under are not permitted at any time in the gym.

**Pool, Spa & Lanai** – The heated pool, spa and lanai are available from 8:00am to dusk. Parties of more than eight are required to check in with the office before visiting the pool. All guests must be accompanied by the resident. Security will check each individual and unaccompanied guests will be escorted off the property. FOB/Remote access is required to access the pool, spa or lanai outside of Clubhouse hours. **Children 15 and under must be accompanied and properly supervised by an adult at the pool and at the spa.** Shirt and shoes are required while in the clubhouse. Bathing suits are not permitted anywhere except the pool, spa and lanai. Do not use the clubhouse as a pass through to the pool area. Squirt guns, balls or items not designed for exclusive pool use are not allowed. **No ball-tossing is permitted.** All infants are required to wear water-proof diapers. Please remember to use the pool deck showers before entering the pool or spa. Violators of the rules posted at the pool area will be escorted out and/or receive possible fines or suspension of use.

**Property Management** – The offices are open Monday through Friday 8:30am to 5:00pm. Please see Jadwiga or Tina or call us at 239-262-8382. Please contact a realtor or owner for available rentals.

**Emergency After Hours Number – 1-828-633-4195.** Call only for “fire, flood or blood” type emergencies but **Dial 911 first for fire or medical emergencies.** Then call the number above to report your emergency. If you see suspicious activity within the community call 911 and then call the office during normal business hours or call or text **Security at 239-850-2583.** The Sherriff’s Department non-emergency number is 239-252-9300.