

# THE RESERVE AT PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.

c/o SOUTHWEST PROPERTY MANAGEMENT

1044 CASTELLO DRIVE, SUITE #206  
NAPLES, FLORIDA 34103-1900  
(239) 261-3440 ext.112 □ FAX: (239) 261-0562  
Email: [rviera@swpropmgt.com](mailto:rviera@swpropmgt.com)

## Lease or Renewal Application Check-Off Sheet

**If your application does not have the following attached, it will be returned to you, delaying your approval:**

- A completed and legible **Application**. Please make sure the applicant(s) and the owner or agent has signed the application.
- Two completed **Character Reference Forms** (see attached.) Not applicable to previously approved tenants within The Reserve. Please have these forms completed by someone (non-related) that has known the applicant(s) for a considerable amount of time.
- A legible copy of the **Lease Agreement** signed by both parties.
- **\$100 non-refundable application fee.** Not applicable to Annual Renewals. If paying by check or money order, please make payable to: **The Reserve at Pelican Landing.**

If you have any questions regarding the application procedure, please contact our Sales/Lease Administrator, at the number shown above. **Thank you.**

# The Reserve at Pelican Landing Condominium Association, Inc.

C/o Southwest Property Management Corporation  
1044 Castello Drive, Suite 206, Naples, Florida 34103  
☎ (239) 261-3440 ext. 112 ✦ Fax: (239) 261-2013  
Email: rviera@swpropmgt.com

## APPLICATION FOR APPROVAL TO PURCHASE OR LEASE CONDOMINIUM UNIT New Application Fee Effective 1/20/14

**\*\*If this is a LEASE application for a current, active duty service member, please check here \_\_\_\_**

**TO: The Board of Directors of the Reserve at Pelican Landing Condominium Association, Inc.**

☐ I hereby apply for approval to Purchase Unit \_\_\_\_\_, in The Reserve, a Condominium, and for membership in the Condominium. **A complete copy of the signed purchase agreement is attached.**

☐ I hereby apply for approval to Lease Unit \_\_\_\_\_, in The Reserve, a Condominium, for the period beginning \_\_\_\_\_, \_\_\_\_\_, and ending \_\_\_\_\_, \_\_\_\_\_. **A complete copy of the signed lease is attached.** (30 Day Minimum. This unit may not be lease no more than 3 times per year).

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

### PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

1. **Full name of Applicant** \_\_\_\_\_
2. **Full name of Spouse** \_\_\_\_\_
3. **Home Address** \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Business Phone # (\_\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_
4. **Nature of Business or Profession** \_\_\_\_\_  
If retired, former business or profession \_\_\_\_\_  
**Company or Firm name** \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
5. The Condominium Documents of The Reserve, a Condominium, provide an obligation of unit owners that all units are to be used as single family residence only. Please state name, relationship and age of all other persons who will be occupying the unit on a regular basis.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. **Current Address:** Ownership: How long? \_\_\_\_\_ Rented How Long? \_\_\_\_\_  
If Rented, Name of Current or Most Recent Landlord: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone #: (\_\_\_\_\_) \_\_\_\_\_

7. **Two Personal References: Non-Family Members.** Please have References complete the provided Character Reference Forms and return them with this application. (Not applicable to Current Owners or Repeat Tenant)

8. **Bank Reference:** \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_
9. **Person to be notified in Case of an Emergency:** \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
10. **Make/Model of car(s) to be kept at the Condominium:**  
\_\_\_\_\_/\_\_\_\_ Year \_\_\_\_\_ License PL# \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_ Year \_\_\_\_\_ License PL# \_\_\_\_\_ State \_\_\_\_\_
11. **Pets** allowed with consent of the Condominium Association  
Pet type: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.  
Pet type: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.
12. **Mailing address for notices connected with this application of realtor or owner involved:**  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
13. **(Check box that applies to the following)**  
**If this transaction is a sale:** I/We are purchasing this unit with the intention to:  
☐ Reside here on a full time basis; ☐ reside here part-time; ☐ Lease the unit.  
I will provide the Association with a copy of our recorded deed within ten days after closing.
14. I/We am aware of, and agree to abide by the Declaration of Condominium of The Reserve Condominium Association, Inc., the Articles of Incorporation, Bylaws and any and all properly promulgated rules and regulations.
15. I/We have received a copy of the Rules and regulations of The Reserve from the owner or agent.  
☐ YES ☐ NO
16. This application will not be considered without the **\$100.00 non-refundable application fee.**  
**PLEASE MAKE CHECK PAYABLE TO: The Reserve at Pelican Landing Condominium Association.**

**SALE**

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Seller/ Seller's Agent

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Please Print Name Seller/ Seller's Agent

**RENTAL**

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Owner/ Owner's Agent

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Please Print Name Owner/Owner's Agent

**FOR AN APPROVAL TO BE ISSUED, PLEASE RETURN THE COMPLETED APPLICATION, 2 REFERENCE LETTERS, A COPY OF THE SIGNED SALES LEASE AGREEMENT ALONG WITH THE FEE TO:**

**SOUTHWEST PROPERTY MANAGEMENT  
1044 CASTELLO DRIVE, SUITE #206  
Naples, FL 34103-1900**

**ACTION TAKEN BY BOARD OF DIRECTORS**

☐ Approved ☐ Disapproved Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Board Member) (Office)

**ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION**

# SOUTHWEST PROPERTY MANAGEMENT

1044 CASTELLO DRIVE, SUITE #206  
NAPLES, FLORIDA 34103-1900  
(239) 261-3440 ext. 112 ☐ FAX: (239) 261-0562  
E-mail: [RViera@SWPropMgt.com](mailto:RViera@SWPropMgt.com)

## Character Reference Form

\_\_\_\_\_, 20\_\_\_\_.  
(Date)

**Reference's Name** (Please print): \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**RE: Applicant's Name:** \_\_\_\_\_

**Association Applying To:** THE RESERVE AT PELICAN LANDING CONDOMINIUM ASSOC.

To Whom It May Concern:

The applicant(s) named above is applying for membership in a Condominium or Homeowners' Association in Southwest Florida. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

**Upon completion, please return this form to the Applicant. This completed Character Reference Form MUST be sent with the application in order for the Board to approve their lease or sale.**

**Thank you for your assistance in this matter!**

Very truly yours,

Raquel Viera

Sales & Lease Administrator

**How do you know the applicant(s)?** \_\_\_\_\_

**For how long have you known the applicant(s)?** \_\_\_\_\_

**Would the applicant(s) make a good neighbor, in your opinion?** ☐ Yes ☐ No

**Please describe the applicant(s) character and stability, as you know them:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Reference's Signature**

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**For how long have you known the applicant(s)?** \_\_\_\_\_

**Would the applicant(s) make a good neighbor, in your opinion?** ☐ Yes ☐ No

**Please describe the applicant(s) character and stability, as you know them:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Reference's Signature**

## WELCOME VISITORS TO THE RESERVE

The Reserve at Pelican Landing Condominium Association would like to make your stay as pleasant as possible and hope you will want to return in the future. For your assistance, we encourage you to familiarize yourself with our policies and rules, and to ask if you have questions. Please check the bulletin board near the mailboxes for important notices and for Board member names.

**SPEED LIMIT** – Within the Reserve our speed limit is 15 mph. Please watch carefully for children, dog walkers, bicycles, and older folks.

**PARKING** – Please park in your garage or driveway. Guests may park in three marked areas adjacent to the pool. Parking on the street is prohibited.

**PETS** – Details concerning pets are elaborated in the documents.

**POOL, SPA, EXERCISE ROOM** – Rules governing the use of the pool and spa are posted within these areas. Instructions regarding use of the Exercise Room and rest rooms are posted on the doors. Any owner will be happy to answer questions about these areas to help you safely enjoy these areas.

**TRASH AND GARBAGE** – Our garbage/trash dumpster is located between 24480 and 24470 Reserve Court, the first two buildings on your left as you enter the Reserve. The recycling area is located directly across the street from the dumpster. Please help us keep these areas neat and clean:

Trash and garbage should be tied securely in plastic bags and placed inside the dumpster. Items left outside the dumpster will NOT be removed by our service.

Boxes and larger items should be broken down to conserve space in the dumpster.

When discarding larger items such as TVs, appliances, etc. a pickup must be scheduled by calling Veolia at 334-1224 for a pickup number, time and place.

**RECYCLING** – Please divide according to the instructions on each container. Styrofoam and plastic bags are not recyclable. If you carry your recyclables in a plastic bag, please discard the bag in the dumpster.

Please notify a Board Member if the dumpster or recycling bins are full.

If there is any way we can make your stay in the Reserve more pleasant, please let us know. The Board of the Reserve Condominium Association at present is:

Bill Johnson, President - 239-992-4244  
Dan Herzog, Vice President - 614-313-9262  
David Drake, Treasurer - 239-676-9455  
Andrea Vittum, Secretary - 585-319-9255  
Ronald George, Director – 734-453-6372

Revised 4/05/18

**RULES AND REGULATIONS  
FOR  
THE RESERVE AT PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.**

The following Rules and Regulations supplement those contained in the Declaration of Condominium Articles and By-Laws for The Reserve at Pelican Landing, a condominium association. They are applicable to all occupants of units including unit owners, tenants and guests.

1. The common elements shall be used only for ingress and egress to and from the condominium property. The common areas shall not be obstructed, littered, defaced or misused in any manner. No personal property shall be stored in the common areas. Each unit owner's property must be stored within their unit or garage.
2. No articles except suitable furniture, plants, planters and other specifically permitted items shall be placed in lanais, on terraces, in courtyards or in similar areas. Satellite dishes are only allowed as specified by the condominium documents. The fire code does not allow barbecues within lanais and barbecues on the patios must be kept at least ten (10) feet or more from the building.
3. No rugs, laundry, towels or any other article(s) shall be shaken or hung from windows, doors, lanais, terraces or exterior walls.
4. No signs, advertisements, notices or lettering may be exhibited, displayed, inscribed, painted or affixed in or upon the common elements or any part of the unit so as to be visible outside of the unit other than an Open House sign as approved by the board that may only be posted at a location approved by the board when the unit is actually open for viewing.
5. The Association must retain a key or code to all residential units for use in case of emergency. No residential unit owner shall alter any lock, nor install any new lock, without notice to the Board of Directors and unit owner shall provide the Association with an additional key or access code.
6. No reflective substances may be placed on any glass in a unit except a substance approved by the Board of Directors for energy conservation purposes. Screens may be replaced at the owner's expense without approval provided the material is charcoal gray in color.
7. No flammable, combustible or explosive fluids, chemicals or any other hazardous substances may be kept in any unit, garage or common elements.
8. A unit owner who plans to be absent during the hurricane season must prepare his unit prior to his departure and designate a responsible firm or local individual to care for his unit should the unit suffer hurricane damage, and must furnish the Association with the name(s) of that firm or individual. The unit owner must remove all outside items or they will be charged for a service to have this completed.
9. Garbage and other refuse shall be placed only in the designated areas. Rubbish within plastic bags should be deposited in the trash dumpster and recyclables in the containers next to the pool equipment area. No construction debris or discarded appliances shall be placed in the dumpster. The rubbish disposal company listed on the dumpster should be contacted to arrange for disposal of oversize items, otherwise, they will not be removed. Please notify Southwest Property Management (239-261-3440) if the dumpster or recycling containers are full.
10. The owner of each unit may have commonly accepted household pets, such as cats or dogs, not to exceed two (2) such pets in any unit: this limitation does not apply to fish. A unit owner shall be limited to one fish tank not to exceed 55 gallons. No more than two (2) domestic birds may be kept in a unit. Pets shall not be permitted to become

**RULES AND REGULATIONS  
FOR  
THE RESERVE AT PELICAN LANDING CONDOMINIUM ASSOCIATION, INC.**

10., continued: nuisances to unit owners or occupants of units and are subject to removal from the condominium at the discretion of the Board of Directors. No dog or cat shall be permitted outside of its owner's unit unless attended by an adult on a leash of no more than six (6) feet long. Electronic leashes are not permitted. Pets are not permitted on any part of the common elements except when they are leashed and being walked or transported directly off the condominium property or directly to their owner's unit. Pets are not allowed in the pool area. Lessees and guests are not allowed to bring pets. Owners are responsible for picking up and properly disposing of pet waste.

11. Minors under the age of eighteen (18) shall be the direct responsibility of their parents or guardians who must supervise them while within the condominium property. Full compliance with these rules and regulations and all other rules and regulations of the Association shall be required of all residents and guests including minors. Parents and guardians are responsible that minors understand and adhere to the rules that are posted at the pool and spa. Warning: there is no lifeguard on duty.

12. Pool hours are from dawn to dusk for safety of all. There is an emergency phone outside the cabana – Dial 911. The pool furniture should be properly arranged after use and umbrellas should be closed at night. Please respect other users by wearing earphones with music devices, restricting loud cellphone use and avoiding boisterous behavior.

13. Food and beverages may not be consumed in the immediate area or within the pool and spa, except as specifically permitted by the Board of Directors. To avoid the danger of breakage, glass containers must not be used in the pool area. Please do not leave food in the pool refrigerator. Barbecues are provided for the convenience of all. Please insure barbeques are turned off and properly cleaned after each use.

14. The exercise facilities are provided for the use of owners, tenants and guests. When leaving, please reset the temperature as noted, turn off the television, wipe down exercise equipment and ensure the door is locked.

15. Owners should park their vehicles in their driveway or garage. Only service vehicles are allowed to park on the street. Extra parking spaces are not for use as long-term parking. There are designated parking spaces for handicapped, visitors and mailbox pick-up. Garage doors are to remain closed when not in use.

16. Every residential unit owner, tenant and guest shall comply with the Rules and Regulations as set forth herein, and any and all Rules and Regulations, which from time to time may be adopted, and the provisions of the Declarations, By-Laws, and Articles of Incorporation of the Association (all as amended from time to time) to the extent applicable. Failure of a residential unit owner, tenant or guest to comply shall be grounds for legal action, which may include, without limitation, an action to recover sums due for damages, and action for injunctive relief, and any combination of such actions.

17. Leases of owners units must be for a minimum of thirty (30) days. No more than three (3) leases in a calendar year. Leases must be in writing and be received at least thirty (30) days prior to the first day of occupancy by both the Pelican Landing Community Association and The Reserve's Board of Directors for approval. There is a fee required by both associations with each application. Maximum occupancy is six (6) people. No one but the lessee, their family members within the first degree of relationship by blood, adoption, or marriage, and their spouses or non-spouse companions and guests may occupy the unit. Guests are limited to fifteen (15) days occupancy unless approved by the Board of Directors for a longer term. This is a summary. The complete requirements for leases are found in the Declaration of Condominium, Section 13.

18. These Rules and Regulations shall apply to all owners, tenants and guests of the residential units.





# Pelican Landing Rental Application

- ❖ Pelican Landing single-family homes cannot be leased more than one (1) time per year, minimum of 30 days.
- ❖ Parcel neighborhoods may not be leased more than four (4) times per year, for a minimum of 30 days, unless the neighborhood documents state differently, whichever is less.
- ❖ The PLCA office requires:
  1. A completed Tenant Access Authorization Form
  2. A \$100.00 check or money order made out to PLCA
  3. Copy of a fully executed lease
  4. Completed and approved Property Management Application  
(if applicable)
- ❖ It is the responsibility of the owner and/or rental agent to advise a potential tenant of all neighborhood rules and regulations and to provide them with all keys such as mailbox and pool where pertinent.
- ❖ Upon registration, tenants will receive a car pass, ID cards and a complete Tenant Information Packet.
- ❖ Failure to comply with the above rules and regulations or registering a tenant as a guest may result in the tenant not being able to pass through the gates of Pelican Landing or being allowed usage of any property amenities.
- ❖ All forms must be completed and returned to the PLCA office **two (2) weeks prior** to the rental start date.



# PELICAN LANDING COMMUNITY ASSOCIATION TENANT ACCESS AUTHORIZATION

Fax: (239) 947-3606

Phone: (239) 947-5977

24501 Walden Center Dr.  
Bonita Springs, FL 34134

Please type or print the following information to authorize access for your approved tenants to Pelican Landing and its amenities. Please note that membership to Pelican's Nest Golf Club and its restaurant facilities is not part of membership in the Pelican Landing Community Association. Contact Pelican's Nest for membership information.

Names of all tenants to occupy unit: \_\_\_\_\_  
\_\_\_\_\_

Tenant's home (or alternate) address: \_\_\_\_\_  
\_\_\_\_\_

Cell phone: \_\_\_\_\_ Unit phone: \_\_\_\_\_

Lease period: From: \_\_\_\_\_ To: \_\_\_\_\_

The owners of a homesite or unit in Pelican Landing hereby declare that we have leased my/our property in Pelican Landing in accordance with the applicable neighbor covenants.

Owner's name: \_\_\_\_\_

Pelican Landing address of leased unit: \_\_\_\_\_

Is this the P.L. owner's only Pelican Landing address? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what is the:

Owner's primary Pelican Landing address: \_\_\_\_\_

Owner's alternate mailing address: \_\_\_\_\_  
\_\_\_\_\_

Owner's phone numbers: P.L. \_\_\_\_\_ Alternate: \_\_\_\_\_

Does the property management company for this neighborhood require approval prior to tenant arrival?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please forward a copy to the Community Center

Name of management company: \_\_\_\_\_

Leasing agency name: \_\_\_\_\_

Agent's name: \_\_\_\_\_ Phone: \_\_\_\_\_

**A \$100 processing fee, copy of the management company approval, and the fully executed lease must accompany this form before paperwork can be processed. Cashing of the check does not constitute approval of the lease. Any questions, please call the Pelican Landing Community Association office. ALL FORMS MUST BE COMPLETED AND RETURNED TO PLCA OFFICE TWO (2) WEEKS PRIOR TO THE RENTAL START DATE. \* Please note: Pelican Landing BOD has adopted the Dual Use Rights Policy (100.14) which states your owner ID cards & barcodes will be turned off during the duration of your lease.**

**Collier County  
Tourist Tax Registration Application**

Please complete this form and return it to:

Larry H. Ray  
Collier County Tax Collector  
Attention: Tourist Tax  
3291 East Tamiami Trail  
Naples, FL. 34112-5758

Or you can email us at: [TouristTax@colliertax.com](mailto:TouristTax@colliertax.com)  
Or you can fax us at: 239-793-5595

When your application has been processed, an account number will be assigned. You will be notified via mail and/or email. If you have any questions please call the Tourist Tax staff at 239-252-8829

If you need a State Sales Tax application (6%) please call the local Florida Department of Revenue office at 239-348-7565. They will give you directions regarding their application process.

Owner or Business Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_  
(For Businesses Only)

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

Owner's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Owner's Cell Phone Number: \_\_\_\_\_

If you are using the Professional Services of a local realtor/agency please include their name and contact information here:

Name of Company and Agent: \_\_\_\_\_

Telephone Contact Number: \_\_\_\_\_ Advertising on Website: \_\_\_\_\_

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

Owner's Telephone Number: \_\_\_\_\_

Total # of Units You Control: \_\_\_\_\_ Facility Type: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this form, I agree that my account number can be shared with the professional local Realtor/Agency mentioned above (if applicable).