

PALMIRA MASTER HOA, INC.

LEASE CHECK LIST

c/o MAY Management
11100 Bonita Beach Rd #101, Bonita Springs, FL 34135
239-262-1396

APPLICATIONS ARE NOT COMPLETE WITHOUT THE FOLLOWING AND WILL BE RETURNED.
PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- _____ COPY OF THE LEASE AGREEMENT SIGNED BY ALL PARTIES
- _____ COMPLETED APPLICATION SIGNED AND INITIALED WHERE REQUIRED BY ALL APPLICANTS
- _____ \$10.00 FOR EACH BAR CODE PAYABLE TO **PALMIRA MASTER HOA**
- _____ \$100 PROCESSING FEE PAYABLE TO **MAY MANAGEMENT**
- _____ **ALL APPLICANTS OVER THE AGE OF 18 LIVING FULL TIME IN THE RESIDENCE ARE REQUIRED TO HAVE A BACKGROUND CHECK.**

Background check(s) are done online at <https://www.sseii.com/backgroundcheck.html>.
For Canadian and International background checks, please call our office at 239-262-1396
or email spalmer@maymgt.com for more information.

- _____ \$532.50 TRANSFER FEE FOR THE USE OF THE RENAISSANCE CENTER CLUB AMENITIES MADE PAYABLE TO **RCC**.

RENEWAL LEASE:

- REPEAT SEASONAL TENANT: PREVIOUS DATE RENTED: FROM _____ TO _____
- ADDRESS RENTED: _____
(REQUIRES THE COMPLETE APPLICATION AND ALL FEES. BACKGROUND CHECK NOT REQUIRED)
- ANNUAL LEASE EXTENSION OF EXISTING LEASE. REQUIRES ANNUAL LEASE RENEWAL APPLICATION ONLY ALONG WITH NEW LEASE AND PROCESSING FEE OF \$25 TO MAYMGT. BACKGROUND CHECK AND APPLICATION FEE NOT REQUIRED.

UNIT OWNER SIGNATURE

DATE

APPLICANT(S) SIGNATURE

DATE

PALMIRA GOLF AND COUNTRY CLUB MASTER HOA
c/o MAY MANAGEMENT SERVICES
11100 Bonita Beach Rd. SE #101, Bonita Springs, FL 34135

APPLICATION FOR ANNUAL/SEASONAL LEASES

This application must be submitted by the Unit Owner along with the required documents and a \$100.00 non-refundable application fee, no less than twenty (20) days prior to occupancy to allow for processing time. **BARCODES ARE MANDATORY FOR ALL RENTERS AND WILL BE A \$10.00 FEE.** Please note that, according to the terms of the Governing Documents, **No Dwelling Unit may be rented for a term of less than thirty (30) consecutive days at any one (1) time and no Dwelling Unit may be rented more than three (3) times in any twelve (12)-month period.**

For all lease extensions and lease renewals, a lease renewal 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. The fee for this renewal application is \$25.00 payable to MAY Management.

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 Palmira Master HOA (PMHOA) and/or Neighborhood Associations.

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 PALMIRA MASTER HOA AND ANY NEIGHBORHOOD ASSOCIATION.

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 indicated on page 1 and agrees to abide by all Rules and Regulations and Covenants of the Palmira Master HOA as well as any applicable Neighborhood Association. 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 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 Palmira Master 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 Palmira Master 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: **Enclave allows 2 pets under 30 lbs each. Paloma DOES NOT allow renters to have pets.**

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 Palmira Master HOA and if applicable, Neighborhood Association documents for Animal, Pet and Noise restrictions.

People to be notified in Case of Emergency:

Name: _____ Phone No: _____

Name: _____ Phone No: _____

*The Unit owner is responsible for providing you with copies of all Palmira Master HOA and if applicable, Neighborhood Association 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.

PALMIRA GOLF AND COUNTRY CLUB MASTER 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 Palmira Master 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 Palmira Master HOA and any applicable Neighborhood Association. 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 PALMIRA MASTER HOA OR NEIGHBORHOOD ASSOCIATION, 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 PMHOA AND/OR ANY NEIGHBORHOOD ASSOCIATION.
2. I ACKNOWLEDGE THAT I MAY NOT OCCUPY THE PREMISES PRIOR TO RECEIVING APPROVAL FROM THE PMHOA AND/OR AUTHORIZED NEIGHBORHOOD ASSOCIATION.
3. IF, AT ANY TIME DURING THE TERM OF MY LEASE, THE UNIT OWNER BECOMES DELINQUENT IN THE PAYMENT OF ASSESSMENTS TO THE PMHOA OR NEIGHBORHOOD ASSOCIATION EITHER 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 PMHOA AND/OR NEIGHBORHOOD ASSOCIATION 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 PMHOA AND/OR NEIGHBORHOOD ASSOCIATION.
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: _____

Phone: _____ Cell: _____

ACTION OF THE BOARD/AGENT

APPROVED: _____ DISAPPROVED: _____ DATE OF DECISION: _____

BY: _____ Title: _____

Instructions for online background checks:

Go to website: <https://www.sseii.com/backgroundcheck.html>

Enter your email address then choose your association from the dropdown menu. If you start typing the community's name, it should come up.

Click on PAYPAL . You can pay using PayPal or choose another method of payment.

Fill out the form completely, then click submit.

Palmira Golf & Country Club MHOA
Registration Form for a Lessee
Vehicle Bar Code Decals, \$10 cash or check
BARCODES ARE MANDATORY

The lessee is authorized to receive bar codes for the dates from

_____ to _____

Owners Name: _____

Palmira Address: _____

Lessee Name(s): _____

Phone Number: _____ Email: _____

Phone Number: _____ Email: _____

BAR CODES ARE \$10 EACH – PAYABLE TO PALMIRA MASTER

Vehicle #1

Make and Model of Vehicle: _____

Color of Vehicle: _____

Year of Vehicle: _____

License Plate Number: _____

Issued by State of: _____

Vehicle #2

Make and Model of Vehicle: _____

Color of Vehicle: _____

Year of Vehicle: _____

License Plate Number: _____

Issued by State of: _____

Internal Use Only:

BAR CODE#1 _____ Issue Date: _____

BAR CODE#2 _____ Issue Date: _____



MEMBERSHIP TRANSFER FORM

Member Name: _____

Palmira Address: _____

Phone Number: _____

Period of Transfer: From _____, 20__ to _____, 20__ (1-month minimum)

Renter's Name(s): _____

Phone Number: _____

The undersigned being a residential property owner in the Palmira Golf and Country Club and member of the Renaissance Center Club, hereby requests a temporary transfer of membership to the lessee of this property. Members are required to provide a transfer fee of \$532.50 along with this application.

The undersigned Member acknowledges that during the period of transfer, the renter will be entitled to the Member's rights and privileges to use the RCC facilities, in accordance with the RCC rules, and Member hereby relinquishes said membership privileges during the period of transfer. No more than three (3) leases may be entered during any calendar year. Membership use will terminate upon lease expiration. Member and lessee also acknowledge tenants may only request guest passes (for the same guest or guest's) for a TWO-week period, no longer.

Members further acknowledge that the Member will be responsible for any charges or fees assessed pursuant to the Rules and Regulations of the RCC for damages or any other cause.

Member Signature: _____

Date: _____, 20__

Return this form with a check in the amount of \$532.50 made payable to RCC.

MAY Management Services
11100 Bonita Beach Rd #101
Bonita Springs, FL 34135
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