

Royal Wood Tenant Application Package 2017-2018



For non-golfing Tenants, please fill out page Pg1A & Pg 2 only.

In order for golf privileges to be assigned, we require strict adherence to the steps listed below. Please note that all necessary paperwork is required to be completed and returned to the appropriate office no later than thirty days before the start date of the lease and may be completed as early as two months in advance of the lease.

1. The attached Tenant Application for Golf Privileges must be completed by both owner and tenant, and requires the approval of the neighborhood association president. Incomplete applications which are received earlier than sixty days will not be processed and will be returned to the owner. The Custodial Minor Children form must be filled out and signed, if you do not have under aged children write in N/A and sign. The Tenant Billing Account Application must be completed by the Tenant, this is for recourse only. The Royal Wood Single Family Homes paperwork only needs to be filled out if renting a house.
2. A **non-refundable** administration fee must accompany the application.

Lease of one month (1-31 days)	fee is \$150.00
Lease of two months (32-61 days)	fee is \$210.00
Lease of three months (62-91 days)	fee is \$260.00
Lease of four to twelve months (92-365)	fee is \$360.00 – Charged yearly on anniversary of lease.
3. Upon arrival, the tenant is required to check in with the administration office (*tenants may check in a maximum of 3 days in advance of start date of lease*). At that time, in order for the tenant to open their golf account, a payment in the amount of \$500.00 is due. The monies are then credited to their account to be used for golf & restaurant purchases. When the funds are low, they will be required to replenish their account. Tenants are able to look up their accounts on-line and/or visit the Admin. Office for an up-to-date balance. **Tenants must maintain a credit balance at all times, failure to maintain a credit balance may result in the suspension of tenant privileges.** Tenants leaving while owing a balance due will be charged a \$25.00 processing fee. Please note the remaining balance is mailed to the tenant's home address. **The office does not accept cash as a form of payment, due to strict auditing rules, all payments must be in a form of personal check, travelers' check, certified bank check or money order.**
4. Once the application is completed, please send to the appropriate Management Company, with the non-refundable administration check made out to Royal Wood Master Assoc.

According to our bylaws, Royal Wood homeowners are responsible for submitting proper paperwork. Please be advised that improper paperwork allows us the right to deny golf privileges.

*Reminder- No pets are allowed in any rental units.

Please contact the administration office at (239)-774-2213 ask for Jessica LaCroix Asst. Controller email jessica@royalwoodgcc.com or Debbie Richard, Controller or email: Debbie@royalwoodgcc.com, if you have any questions.

Royal Wood Golf & Country Club
4300 Royal Wood Boulevard, Naples FL 34112
PHONE: (239) 774-2213 * FAX: (239) 774-4104
WEBSITE: www.royalwoodgcc.com



ROYAL WOOD TENANT APPLICATION FOR GOLF PRIVILEGES

THIS SECTION TO BE COMPLETED BY OWNER(S): Please Print Legibly

Association Name: _____

Royal Wood Address: _____

Unit Phone No.: _____ Member No. _____

Owner (per Recorded Deed): _____

Primary Occupant(s) (member) _____

Signed _____ /_____/_____
(Owner / Primary Occupant) Date

- Administration Box,
Please do not
Write below
- ___1. Application
 - ___2. Fee
 - ___3. Approval
 - ___4. Id. Cards
 - ___5. Bag Tag
 - ___6. A/R
 - ___7. A/P
 - ___8. Tracking
 - ___9. Mailing label
 - ___10. Packet mailed
- Tenant # _____

THIS SECTION TO BE COMPLETED BY TENANT(S): Please Print Legibly

Tenant Name: _____ Tenant Name: _____

Tenant's Northern Address:

Street _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

Start date of Lease _____ End date of Lease _____

Tenants may check in a maximum of 3 days in advance of start date of lease Mondays thru Friday by appointment. In applying for golf course use status as a family, I have read and agree to abide by the membership definitions, terms and conditions established by the Royal Wood Golf and Country Club. The Board of Directors shall have the right to determine eligibility of family membership in accordance with the Declarations and By-Laws, and to revoke privileges should eligibility not meet those provisions. I have received a copy of the Membership Definitions and Procedures. The Applicant claiming family eligibility of a dependent shall furnish whatever documentation including Social Security number, to substantiate the claimed eligibility. Refusal or failure to furnish such documentation, when requested, shall result in denial of the application. I authorize the Royal Wood Golf and Country Club to conduct appropriate inquiry on any element on my application. I certify that the above information is correct and I will inform the Association of any change.

Signed _____ /_____/_____
(Tenant) Date Signed _____ /_____/_____
(Tenant) Date

Neighborhood Association Approved See attached

Neighborhood Association Approved _____ Date _____/_____/_____

Royal Wood Master Board Action Approved _____ Date _____/_____/_____

Check # _____ Check \$ _____ Date Rec'd by Royal Wood _____

_____ Charge r/c 376 \$ _____ Date: _____ Credit r/c 375 \$ _____ Date: _____



ROYAL WOOD TENANT APPLICATION FOR NON-GOLFERS

THIS SECTION TO BE COMPLETED BY OWNER(S):

Please Print Legibly

Association Name: _____

Royal Wood Address: _____

Unit Phone No.: _____ Member No. _____

Owner (per Recorded Deed): _____

Primary Occupant(s) (member) _____

Signed _____ / ____ / ____
(Owner / Primary Occupant) Date

THIS SECTION TO BE COMPLETED BY NON-GOLFING TENANT(S):

Please Print Legibly

Tenant Name: _____ Tenant Name: _____

Tenant's Northern Address:

Street _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email _____

Start date of Lease _____ End date of Lease _____

I authorize the Royal Wood Golf and Country Club to conduct appropriate inquiry on any element on my application. I certify that the above information is correct and I will inform the Association of any change.

Signed _____ / ____ / ____ Signed _____ / ____ / ____
(Tenant) Date (Tenant) Date

Neighborhood Association President Approved _____ Date ____ / ____ / ____

Royal Wood Master Board Action Approved _____ Date ____ / ____ / ____



CUSTODIAL MINOR CHILDREN INFORMATION

Custodial Minor Children

Name _____ Age ____ Name _____ Age ____

Name _____ Age ____ Name _____ Age ____

Name _____ Age ____ Name _____ Age ____

Name _____ Age ____ Name _____ Age ____

College or Graduate Student

Name _____ School Attending _____

Name _____ School Attending _____

Name _____ School Attending _____

Name _____ School Attending _____

Signed _____

Owner / Primary Occupant / Tenant

Dated _____

Please Note: If you do not have Children under the age of 18, write in N/A and sign. (This page must be signed). Please provide a copy of the birth certificate of each child.



**TENANT
BILLING ACCOUNT APPLICATION**

For informational purposes and protection of the Club please provide the Tenant's MasterCard or Visa number and expiration date.

Circle one: MasterCard Visa

Credit Card: _____ / / /
 Number exp. date

Transferred Member Signature: _____

By signing this Billing Account Application, I agree to abide by the rules & regulations of Royal Wood Golf & Country Club and cause for the payment of all charges incurred by myself or individuals authorized under my account.

Accounts are to be paid by **check only** directed to the Club's billing department. Any account with an outstanding balance in excess of 30 days is subject to a 1.5% late fee. Any account with an outstanding balance in excess of 90 days is subject to an additional 18% administrative fee and will be charged to the credit card as stated above. **The credit card will only be charged as recourse for unpaid balances.**

Note: This form must be completed to start the approval process.



**Royal Wood Golf & Country Club
2017 – 2018 Fiscal Fee Structure**

Tenant Administration Fee: Non-taxable & Non-refundable

One month lease (1-31 days) fee is \$150.00

Two month lease (32-61 days) fee is \$210.00

Three month lease (62-91 days) fee is \$260.00

Four to twelve month lease (92-365) fee is \$360.00 – Charged yearly on anniversary of lease.

Please note if a new property owner has been a Golfing Tenant at Royal Wood and purchases property within four months of the expiration date of their lease period, their rental administrative fee will be credited to their member account

Tennis Dues: \$30.00 per person, \$10.00 Social Fee - Tennis season is November 1st – April 30th
payable to: Royal Wood Master Assoc., see attached application.

Fees are subject to change without notice by the Royal Wood Master Board.

Note: Walkers are allowed on the Golf Course after 3:00PM
Bag Storage and locker rentals are arranged through the Pro Shop.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tenants												
18 Holes	47.70	47.70	47.70	47.70	20.14	20.14	20.14	20.14	20.14	20.14	37.10	37.10
9 Holes	28.09	28.09	28.09	28.09	12.19	12.19	12.19	12.19	12.19	12.19	19.61	19.61
Walkers	18.02	18.02	18.02	18.02	N/A	N/A	N/A	N/A	N/A	N/A	18.02	18.02
Guest												
18 Holes	63.60	63.60	63.60	63.60	21.20	21.20	21.20	21.20	21.20	21.20	53.00	53.00
9 Holes	38.69	38.69	38.69	38.69	12.19	12.19	12.19	12.19	12.19	12.19	33.39	33.39
Walkers	29.15	29.15	29.15	29.15	N/A	N/A	N/A	N/A	N/A	N/A	29.15	29.15

Leasing Checklist

Please note the following:

If you are leasing a Condo unit, please do **NOT** complete the enclosed Application for approval to lease a Single Family Home.

Make sure you have the following completed:

GOLF APPLICATION

CUSTODIAL MINOR CHILDREN INFORMATION

TENANT BILLING ACCOUNT APPLICATION

Please send the Royal Wood Application (3 pages) and appropriate administration fee payable to Royal Wood Master Association to the appropriate Management Companies.

For the appropriate applications, please contact the applicable Management Company as follows:

The following Condo Associations are managed by Sandcastle Community Management, 9150 Galleria Ct, Suite 201, Naples, FL 34109 • Phone (239) 596-7200 x 204 • Fax (239) 593-4812

AMBERLY VILLAGE
BLOOMFIELD RIDGE
COBBLESTONE COLONY
CRANBROOK COLONY

The following Condo Association is managed by Anchor Associates, Inc., 3940 Radio Rd., Unit 111, Naples, FL 34104 • Phone (239) 649-6357 • Fax (239) 649-7495

AMHERST COVE

The following Condo Association is managed by Property Management Professionals of Southwest FL, 75 Vineyard Blvd., Naples FL 34119-4748 • Phone (239) 353-1992 • Fax (239) 353-1901

ANDOVER SQUARE

Single Family Home Owners (*Only*) Leasing Checklist

**All other Condo Leasing Applications must be obtained
from your Management Company**

1. Fill out the 3 page Royal Wood Tenant Application. This Includes: Tenant Application for Golf Privileges, Custodial Minor Children Information and Billing Account Application, this is for recourse only. Please do not forget to make out a check to Royal Wood GCC for the Administrative Fee based on the rental period which is as follows: one month = \$150., two months = \$210., three months = \$260, and four to twelve months = \$360. (fee charged yearly on the anniversary of the twelve month lease).
2. Fill out Application for Lease.
3. Include a copy of the signed Lease agreement.
4. Include a check made out to Royal Wood Single Family Homes Association for \$100.00
5. There is also a Golf & Tennis application in this package for your convenience.

Send all of this information to:
Royal Wood Master Association, Inc.
4300 Royal Wood Blvd.
Naples, FL 34112

Note: For all Condo Associations, your lease information goes directly to the Management Company; please disregard the next two pages.

ROYAL WOOD SINGLE FAMILY HOMES ASSOCIATION, INC.
4300 Royal Wood Boulevard
Naples, FL 34112

This lessee information and a fully executed copy of the lease must be provided to the Association not less than (20) twenty days before the beginning of the lease term.

Date: _____ Royal Wood Address: _____

I (We) hereby notify the Board of Directors of our intention to lease the above single family home for a _____ period beginning _____ 20____. A copy of the proposed lease is attached.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

1. Full name(s) of Lessee(s): _____
2. Home Address: _____
Telephone: (____) _____ EMAIL _____
3. Nature of business or profession of all Applicants listed above: (If retired, former business or profession) _____
4. Company or firm name: _____
5. Business Address: _____
6. Position held: _____ Number of years: _____
7. The documents for the Royal Wood Single Family Homes Association, Inc. restrict lease terms to a period of not less than thirty (30) days and provide an obligation of owners and tenants that all persons who will be occupying the single family home.

Name(s) _____ Relationship _____

8. Two (2) personal references (local, if possible)
Name _____ Telephone No. _____
Address _____ City/State/Zip _____

Name _____ Telephone No. _____
Address _____ City/State/Zip _____
9. Bank References: _____
10. Name and address of present or most recent landlord (if applicable)
Name _____ Telephone No. _____
Address _____ City/State/Zip _____

Prior home address: _____ how long: _____

11. Automobile: Make _____ Model _____ Lic. Plate No. _____

12. Person to be notified in case of emergency: _____

Telephone Number: _____ Address: _____

Relationship: _____

13. Mailing address for all notices connected with this lessee information:

Names _____ Telephone _____

Address _____ City/State/Zip _____

14. I (We) are aware of and agree to abide by the Master Declaration of Covenants, Conditions, and Restrictions for Royal Wood Golf and Country Club, the Declaration of Covenants, Conditions and Restrictions for Royal Wood Single Family Homes, the Articles of Information, by-Laws, and any and all properly promulgated Rules and Regulations of the Association in effect within the terms of my (our) occupancy. I (We) acknowledge these Documents are recorded in the public records of Collier County and are available for inspection during business hours at the Collier County Courthouse.

15. Lessees are not permitted to keep pets (such as cat or dog) in the single family home.

16. I (We) understand, authorize and agree that the Association or its agents is/are authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by Lessee(s) and their guests of provisions to the Declaration of the Royal Wood Master Association and the Declaration of the Royal Wood Single Family Homes Association and the By-Laws and Rules and Regulations of Associations.

Signature _____ Date _____

Signature _____ Date _____

DATE LESSEE INFORMATION RECEIVED _____

DATE COPY EXECUTED LEASE RECEIVED _____

By _____ Board of Directors

ATTENTION

Effective February 15, 2007 an administrative payment of \$100.00
Made payable to the "Royal Wood Single Family Homes Association"
This is required as a part of all Agreements.

Reference: Declaration of Covenants, Conditions, and Restrictions Sec. 10.5(D)



GOLF & COUNTRY CLUB NAPLES, FLORIDA

Royal Wood Men's and Ladies' Golf Associations welcome you to another exciting and eventful season.

For those who wish to join us for the 2017-2018 fiscal year, we have enclosed two registration cards.

Complete a separate card for each golfer joining an association. Make checks payable to Royal Wood Men's Golf Association, 18 hole (RWMGA 18), or Royal Wood Ladies' Golf Association, 18 hole (RWLGA 18), and return checks and completed cards by November 1st.

**PLEASE DO NOT COMBINE CHECKS AS THE FOUR ASSOCIATIONS
MAINTAIN SEPARATE BANK ACCOUNTS.**

The dues for the coming season are as follows:

Men's Association (18 Hole)..... \$100.00

Men's Association (9 Hole)..... \$50.00

Ladies' Association (18 Hole)..... \$95.00

If dues are paid by Nov. 1st, the dues will be..... \$85.00

Ladies' Association (9Hole)..... \$70.00

OWNERS - PLEASE INFORM YOUR RENTERS OF THE ABOVE PAYMENT SCHEDULE.

Dues include administration, the cost of our ghin handicap system, Men's scheduled lunches, tournament schedules, individual prizes, entry into weekly play and a chance to win Pro Shop credits!!! If the stay is two months or less, they can play for a daily rate of \$10.00. All players must have a USGA Handicap established at Royal Wood for \$25.00.

**RETURN REGISTRATION CARD(S) AND CHECK(S) TO ROYAL WOOD GOLF &
COUNTRY CLUB, 4300 ROYAL WOOD BLVD., NAPLES, FL 34112.**

1. Opening Day: 11/07/17 for Ladies, 11/02/17 for Men
2. Sign up Procedure: Same for Ladies and for Men. Place your initials in front of your name on sign up sheet, posted one week prior to each event. Sign up before 2:00 PM on Saturday.
3. Tee Times: Will be posted on Monday for Ladies and Tuesday for Men.
4. Ladies who play in the 18 Hole Association are required to have a USGA Handicap Index that is no higher than 39.1.
5. Men who play in the 18 Hole Association are required to have a USGA handicap of 36 or less and play in Royal Wood Tournament events with a 34 handicap or less.

Thank You!

Michael Bontatibus-RWMGA18 Elaine Frontero - RWLGA18 Ruth Ann Turley-RWLG A9 Keith Illies-RWMGA9

Royal Wood Golf Association – Registration card

Men's 18 Holers.....\$100.00 Member #

Men's 9 Holers.....\$50.00 Member #

Ladies' 18 Holers\$95.00 Member #

If dues are paid by Nov. 1st, the dues will be \$85.00

Ladies' 9 Holers.....\$70.00 Member #

Members Full Name: _____

USGA HANDICAP: _____

Royal Wood Address: _____

Bldg. #: _____ Unit #: _____ Phone #: _____

E-Mail Address: _____

Important: Please complete one (1) card for each member, separate checks for each.

Royal Wood Golf Association – Registration card

Men's 18 Holers.....\$100.00 Member #

Men's 9 Holers.....\$50.00 Member #

Ladies' 18 Holers\$95.00 Member #

If dues are paid by Nov. 1st, the dues will be \$85.00

Ladies' 9 Holers.....\$70.00 Member #

Members Full Name: _____

USGA HANDICAP: _____

Royal Wood Address: _____

Bldg. #: _____ Unit #: _____ Phone #: _____

E-Mail Address: _____

Important: Please complete one (1) card for each member, separate checks for each.



TENNIS

We have a very active tennis club here at Royal Wood. It costs just \$30.00 to join. Fill out the attached form with your name, address, telephone number and your playing ability. Checks are payable to Royal Wood Master Association with a memo to Tennis Dues, or you may have the dues charged to your account.

Every week there are sign up sheets posted on the bulletin boards at the Club tennis courts. Women play on Mondays, Wednesdays and Fridays – Men play on Tuesdays and Saturdays and Mixed Doubles are played on Thursday mornings. All the courts in all of the villages and at the club house are reserved from 8:00AM to 10:00AM for club play. Sign-up on the separate sheets for the days you would like to play that week. We have several different schedulers who set up the matches. The day before you are scheduled to play, check back at the board to see where you are playing and with whom. In fairness to the other players, please make sure that if you sign-up and are scheduled, that you show up.

Our tennis club also has several tennis socials during the year. If you and your spouse will both be attending these parties, please pay \$10.00 (even if only one of you play's tennis). Again, the sign-up sheet for these parties, which are held at the Royal Wood Club, are posted on the bulletin boards at the club tennis courts. They will give you information about the theme of the party, the menu and cost.

Tennis Committee

Mary Lutz, President at (239) 793-4769
Ron Gordon, Vice President at (239) 775-9228
Ray Fern, Scheduler at (239) 793-3544





APPLICATION TO ROYAL WOOD TENNIS ASSOCIATION
Must be Owner or Renter

NAME: _____
(Last) (First)

GENDER: Male / Female Please Circle

ADDRESS: _____

MEMBERSHIP NO.: _____ Email: _____

LOCAL PHONE NO.: (239) _____ CELL PHONE: _____

RATE YOURSELF BY CIRCLING ONE OF THE FOLLOWING:

- A: Player with good to excellent mobility and skills
- B: Player with good skills and mobility
- C: Player with fair skills or new to the game

Tennis dues of \$30.00 per person are payable by **November 30th**. Dues are made payable to Royal Wood Master Association memo to Tennis Dues or have the dues charged to your account.

We request that all players include their phone number on the various sign-up sheets. Out of courtesy to the other players, if you are not able to play after you have signed up, please arrange a substitute or call the other players.

Note: If spouses do not play but attend functions, \$10.00 Social Fee is required for the season.

Please check one box Charge my account \$_____ Check is enclosed



FITNESS CENTER RULES AND REGULATIONS

1. Golfing Tenants must read and sign the rules, regulations and waiver before obtaining a key to the fitness center.
2. I agree that use of the Fitness Center facility will be at my or my guest's own risk. I waive any claim for injury to me or my guests or damage or loss of property in connection with the use of the fitness center.
3. Proper and clean exercise attire must be worn at all times including proper foot wear (sneakers).
4. Golfing Tenants shall be responsible for keeping the fitness area clean and for cleaning the equipment after use. It is suggested that tenants bring their own towel.
5. Children under the age of sixteen **MUST** be accompanied by an adult at all times.
6. Golfing Tenants are urged to use the Buddy system after sunset and before sunrise.
7. No smoking or food is allowed in the fitness center.
8. Fitness center privileges may be suspended for breach of rules and regulations and/or undesirable behavior.
9. Golfing Tenants wishing to use the fitness center must sign this waiver to receive a key. The key must be returned upon leaving Royal Wood or a \$5.00 fee will be charged to your account.

Signature: _____

Date: _____

Printed Name: _____

Membership #: _____
(given upon arrival)

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