



Date Stamp

Amherst Cove Lease Checklist

Dear Prospective Tenant,

Please submit the following for approval to lease in Amherst Cove:

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$100 Application Fee – Payable to **Amherst Cove**
- _____ Two (2) Letters of Reference (unless repeat tenants)
- _____ Executed Lease
- _____ Royal Wood Golf Privileges Form

Unit Address _____

Missing or incomplete information will result in the delay of processing your application. A complete application package **MUST** be received 30 days prior to lease start date.

Applicant Signature

Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or admin@anchormanagers.com.

Thank You,

Anchor Managers

3940 Radio Road, Suite 111 • Naples, Florida 34104
(239) 649-6357 office • (239) 649-7495 fax

Amherst Cove Condominium Association, Inc. Application for Approval to Lease

Date Stamp

--

Street Address _____ Unit # _____ Lease ___/___/___ to ___/___/___

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit #
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit #
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

OCCUPANTS		
<i>Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.</i>		
Full Name	Relationship	Date of Birth

REFERENCES (Attach TWO (2) letters of reference)	
<i>Please list two personal references.</i>	
Full Name	
Relationship	Phone ()
Full Name	
Relationship	Phone ()

Financial References
Financial Reference
Address

PETS
NO PETS ARE PERMITTED IN LEASES UNITS Please Initial

Have you previously leased at Amherst Cove Unit

VEHICLES				
<i>No trucks or motorcycles are permitted.</i>				<i>Please Initial</i>
Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

Emergency Contact	
Full Name	
Relationship	Phone ()

DISCLAIMER AND SIGNATURE	
In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.	
I/we have received, read and understand the Rules and Regulations of Amherst Cove and will comply.	
Signature	Date
Signature	Date

Note: All rentals of 6 months or less must pay a 4% Tourist Tax to Collier County. In addition, a 6% Sales Tax must be paid to the Florida Department of Revenue. There is a minimum 30 days/maximum of 1year lease, with no more than four leases in a calendar year.

Return this request to:
 Amherst Cove Association
 c/o Anchor Associates, Inc.
 3940 Radio Road, Suite 111
 Naples, Florida 34104
 (239) 649-6357 phone
 (239) 649-7495 fax
 Admin@AnchorManagers.com



APPLICATION APPROVAL

_____ Approved	Date _____
_____ Disapproved	By: _____
	<i>Board Officer or Director</i>

Date Stamp

**Amherst Cove Condominium Association, Inc.
C/O Anchor Associates, Inc.
3940 Radio Road, Suite 111
Naples, FL 34104**

To Whom It May Concern:

The applicant(s) named below are applying for membership or rental in Amherst Cove. 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 purchase or lease. Thank You for your assistance in this matter!

Applicant
Names _____
Street _____
Address _____
City _____ State _____ Zip _____

How do you know the applicant(s)? _____

How long have you known the applicant(s)? _____

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

Reference Signature



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

Neighborhood Association President 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: _____

AMHERST COVE CONDOMINIUM ASSOCIATION, INC.

Rules and Regulations

The Rules and Regulations for Amherst Cove, presently shown as Exhibit B in the Condominium Documents, hereafter enumerated as to the Association's properties, condominium property, the limited common elements and the units shall be binding upon all unit owners. The unit owners shall at all times obey all said Rules and Regulations and shall use their best efforts to see that these Rules and Regulations are observed by family, guests, invitees, employees, lessees and persons over whom they exercise control and supervision.

Please be advised that the following Rules and Regulations are not all inclusive, and all persons must comply with the Condominium Documents as registered with Collier County, Florida and the State of Florida.

RULES AND REGULATIONS:

1. BUILDING APPEARANCE AND MAINTENANCE

- A. The streets, sidewalks, walkways and stairs must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units, nor shall carriages, toys, bicycles, wagons, shopping carts, benches or any other object of a similar type be left therein or thereon; *personal property of unit owners shall not be stored outside of their units nor in the electrical rooms.*
- B. No sign, advertisement, notice or similar material shall be exhibited, displayed, inscribed, painted or affixed in or upon any part of the units, limited common elements or common elements by any unit owner, occupant or other persons without prior written approval from the Board of Directors or designated party approved by the Board.
 - 1. "Open House" signs are permitted on Saturdays and Sundays and holidays during periods when the condo has someone in attendance.
- C. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit or common element, except those necessary or suited for normal household use.
- D. Unit owners, residents, their families, guests, servants, employees, agents or visitors shall not at any time or for any reason whatsoever enter upon the roofs of the buildings.
- E. No garbage cans, supplies, containers or other articles shall be placed in or on the walkways, hallways, entry ways or balconies, nor shall any linens, cloths, rugs, clothing, curtains, mops or laundry of any kind or other articles be shaken or hung from any of the windows, doors, walkways, balconies, or entry ways or exposed on any part of the limited common elements or the common elements; and the limited common elements and the common elements shall be kept free and clear of refuse, debris and other unsightly material.

4/1/2006

- F. Refuse and garbage shall be deposited only in the areas provided for that purpose. All garbage must be bagged in plastic refuse bags and cardboard boxes must be broken down to conserve space.
- G. No unit owner shall allow anything to fall from the windows, walkways, balconies, entry ways or doors of the premises, nor shall he/she sweep or throw from his unit any dirt or other substance outside of his unit or on the limited common elements or common elements of the condominium.
- H. No unit shall make or permit any disturbing noises by himself, his family, employees, agents, visitors or lessees, nor do or permit anything by any such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner shall play or permit to be operated a phonograph, television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the condominium.
- I. Open flame cooking or barbecuing is only permitted on the grill located behind the Amherst clubhouse.
- J. All exterior lighting shall be accomplished in accordance with the lighting plan approved by the Amherst Board of Directors and the Architectural Review Committee (ARC).
- K. Wall or window air conditioners and heating units shall not be permitted in any owner's unit.
- L. Unit owners are responsible for all decorating within their own units, including painting, wallpapering, paneling, floor covering, draperies, window shades, curtains, lamps and other light fixtures, and other furnishings and interior decorating. All units above the ground floor shall always have the floors covered with wall to wall carpeting, except in kitchens, bathrooms, lanais, foyers and laundry rooms. Substitute floor coverings with substantially equivalent sound deadening qualities may be used, but only with prior written approval of the Board of Directors.
- M. A flagpole for the display of the flag of the United States of America may only be permitted if its design and location are first approved by the ARC and the Amherst Cove Board of Directors.
- N. Unit owners are specifically cautioned that their right to make any addition, change, alteration, or decoration to the exterior appearance of any portion of the condominium is subject to the provisions of the Declaration of Condominium Document and prior written approval must be obtained from the Board of Directors and the ARC.
- O. Any alteration to the Limited Common Element must have the prior written approval of the Board of Directors. This includes any change in the lanai floor coverings.
- P. Unit owners are responsible for the repair and replacement of windows, screens and doors

including hardware and framing. Any changes to the above items must be approved by the ARC. Screen door replacements must meet certain specifications and must be approved by the Amherst Cove Board of Directors.

4/1/2006

2. COLORS

- A. No exterior colors on any structure shall be permitted that, in the judgement of the Board or Directors and the ARC, would be inharmonious or discordant or incongruous with Royal Wood or the other properties of Amherst Cove. The initial exterior colors are the only approved colors allowed.
- B. The wall colors of the lanais shall be the same as the exterior color of the building, or as selected by the Board of Directors and ARC. Since lanais are considered to be a limited common element the unit owners are responsible for the day to day cleaning, care, painting and maintenance.
- C. All decorative colors for approved hurricane shutters, exterior doors and window dressing visible from the outside must be **white or off-white only**.

3. OTHER VEHICLES, BICYCLE RESTRICTIONS

- A. No commercial vehicle of any kind shall be parked in Amherst Cove for a period of more than four (4) hours per day, unless such vehicle is necessary in the actual maintenance or maintenance of public utilities. The parking of trucks no larger than pick-up trucks and vans will be permitted only as follows.
 - 1. To perform repair, commercial services on units, buildings and landscape.
 - 2. All vans must have windows on both sides, panels and seating capacity throughout.
 - 3. No tools, equipment, merchandise, materials or supplies may be kept or stored in the van.
- B. No boat, trailers of any kind, camper, mobile home, motor home or disabled vehicle shall be permitted to be parked or stored at Amherst Cove.
- C. All bicycles kept at Amherst Cove must be parked in the bike racks and registered. Contact the board member responsible for registration form and tag.
- D. No vehicles shall be parked anywhere but on paved areas intended for that purpose. Parking in roadways, on lawns or landscape areas is prohibited.

4. PETS AND ANIMALS

No pets, animals, reptiles, amphibians or livestock may be kept at Amherst Cove.

4/1/2006

5. NEGLIGENCE: DAMAGE CAUSED BY CONDITION IN UNITS

- A. Each unit owner shall be liable to the Amherst Cove Association for the expenses of any maintenance, repair or replacement made necessary by his family or his guests, employees, agents, or lessees. If any condition, defect or malfunction existing within a unit, whether caused by the owner's negligence or otherwise, shall cause damage to the common elements or to other units, the owner of the offending unit shall be liable to the person or entity responsible for repairing the damaged areas for all cost or repair or replacement not paid by insurance. If one or more of the units involved is not occupied at the time the damage is discovered, the Amherst Cove Association may enter the unit without prior notice to the owner and take reasonable actions to mitigate damage or prevent its spread. The Amherst Cove Association may, but is not obligated to, repair the damage with the prior consent of the owner.

6. AMHERST COVE ASSOCIATION ACCESS TO UNITS

- A. The Association has an irrevocable right of access to the units for the purposes of protecting, maintaining, repairing and replacing the common elements and any other permitted by law. The Association's right of access includes, without limitation, entry for pest control and preventative maintenance of safety equipment such as smoke alarms as well as the right, but not the duty, to enter under circumstances where the health and safety of others may be endangered. The exercise of the Association's access rights shall be accomplished with due respect for the occupant's rights to privacy and freedom from unreasonable annoyance, as well as with appropriate precautions to protect the occupant's property.
- B. The Association will retain a key to all units. No person shall alter any lock, nor install a new lock, to prevent access when the unit is occupied unless the prior written consent of the Board of Directors is obtained. Where such consent is given, the unit owner shall provide the Association with a key.
- C. Any unit owner who plans to be absent from his unit for an extended period of time must prepare his unit to his departure in the following manner:
 - 1. By removing all furniture, plants and other objects from the lanai and from outside of the unit; and
 - 2. By designating a responsible caretaker to care for his unit should his unit suffer any damage caused by storms, hurricanes, winds or other violent acts of nature.

The Amherst Cove Property Manager and the Association shall be provided with the name of each unit owner's aforesaid designated caretaker.

7. OTHER USE RESTRICTIONS

- A. Each unit shall at all times be occupied only by a single family, its employees and guests, as a residence and for no other purpose.

4/1/2006

- B. If the owner and members of his family who permanently reside with him are not in residence, and the unit has not been leased, the owner may permit his unit to be occupied by his guests only in accordance with the following:
1. Any one person related to a unit owner within the first degree by blood, adoption or marriage, and that person's spouse and members of that person's family within the first degree of blood or adoption, are permitted to occupy the unit owner's apartment in the absence of the owner for a period not to exceed thirty (30) days. The number of occasions for this type of guest occupancy in any unit shall be limited to four (4) times in any twelve (12) month period.
 2. House guests not included within Article 12.2A are permitted for only one (1) family occupancy in the owner's absence and, only with the proviso, that the family consists of no more than four (4) persons. Such guests may stay only two (2) weeks and the number of occasions for this type of guest occupancy in any unit shall be limited to three (3) times in any calendar year.
 3. The Board of Directors requires all guests to be registered in advance with the Property Manager.
- C. There are no restrictions on the number of guests, whether related or unrelated to the owner, who, may be present in the unit in the presence of the unit owner.
- D. There is no age restriction for owner/occupants for units or family members permanently residing with owner/occupants or lessees; however, all occupants under eighteen (18) years of age, whether owners or lessees, shall be closely supervised at all times by an adult to ensure that they do not become a source of annoyance to other residents.

8. LEASING OF UNITS

- A. All leases of units must be in writing. A unit owner may lease only his entire unit than only in accordance with Section Thirteen (13) of the Amherst Cove Declarations, pages 17, 18 and 19 as shown in Exhibit I of the Condominium Documents. Our Property Manager will assist owners in the processing of necessary paperwork. Please allow a minimum of thirty (30) days for handling paperwork.

9. SWIMMING AND SPA FACILITIES

- A. Swim at your own risk: no lifeguard is provided.
- B. The pool and spa are for exclusive use of Amherst owners, guests and lessees.
- C. The spa is a therapeutic bath, “**not a kiddy pool**”, swimming, jumping, toys, oils and lotions are prohibited in the spa.
- D. All users must shower before entering the pool or spa. Please do not use soap as it tends to create suds in the spa and pool.
- E. Appropriate dress must be worn in the pool and spa. Shorts, cut-offs and similar nonbathing attire are prohibited.

4/1/2006

- F. Suntan lotion and sunblock is permitted; oils are prohibited in the pool area.
- G. No food or beverages are allowed within one (1) foot of the pool and spa. No glass drinking vessels or glass bottles are allowed in the pool area at any time. Glass cookware used for food containers may be used for special social functions authorized by the Amherst Cove Board of Directors. These glass food containers must be located at least five (5) feet from the edge of the pool.
- H. No eating, drinking or smoking is permitted in the pool or spa.
- I. Children under the age of twelve (12) are not allowed in the spa and must be accompanied by a responsible adult in the pool area.
- J. Children who are not toilet trained or of diaper age are permitted in the pool provided that they wear a swim diaper.
- K. Radios, tape players, etc. are limited to ear phone type reception. The only exceptions are for special functions and radio in the clubhouse.
- L. Chairs and lounges are not to be removed from the pool area.
- M. Before using chairs and lounges, they must be covered with a beach towel.
- N. Pool furniture may not be reserved by placing personal items on tables, chairs and lounges while users are absent from the pool and spa area.
- O. No running, jumping, horseplay, ball playing, throwing frisbees or other unsafe activity is permitted in the pool and spa area.
- P. No rocks, money, toys or hard objects are to be thrown into the pool or spa.
- Q. The pool and spa hours are posted.

- R. Persons with open cuts, sores, colds or contagious illnesses, etc. are not permitted in the pool or spa.
- S. The resident pool supervisor has complete control over the use of the pool and spa and may order anyone from the pool who, in his/her sole opinion, is a danger or nuisance to other users.
- T. For safety reasons the resident pool supervisor may limit the number of occupants in the pool or spa.
- U. In the absence of the resident pool supervisor, any Board Director may act in the same capacity.

4/1/2006

10. TENNIS FACILITIES

- A. Tennis shoes must be worn at all times on the tennis court surface.
- B. No roller skating, rollerblading, bicycle riding or game playing of any type other than tennis is permitted on the tennis court.
- C. Use of tennis court is limited to owners, guests and lessees.
- D. All tennis players must return broom and squeegee to hanger when not in use.
- E. All tennis players must observe a one hour playing limit if others are waiting to play.

11. ACTION FOR VIOLATORS

- A. If any owner, guest or lessee violates any of the Rules and Regulations and after notification from the Board of Directors the violator fails to cure such violation within a time frame established by the Directors, the Board may impose a fine up to twenty five (\$25.00) dollars a day for each violation and/or suspend recreational privileges to the unit involved. If legal action is necessary to resolve the violations, all legal expenses will be paid by the unit owner.