

## **LEASING CHECKLIST**

1. Fill out Application for Lease (2 pages)
2. Include a copy of the signed Lease Agreement
3. Include a check made out to Andover Square of \$100
4. Fill out the 3 page golf application for Royal Wood  
(Includes: Tenant application for golf privileges, Billing Account Application, Custodial Minor Children Information – sign this one even if it does not apply)
5. Make out a check for Royal Wood Golf & Country Club based on the rental period (lease of one month: \$150, lease of two months: \$210, lease of three months: \$260)

Send all of this information to:

Property Management Professionals of Southwest FL

75 Vineyard Boulevard

Naples, FL 34119-4748

**ANDOVER SQUARE I CONDOMINIUM ASSOCIATION, INC.**

c/o PMP of SW FL, Inc.

75 Vineyards Blvd. Third Floor

Naples, FL 34119

Phone: (239) 353-1992 Fax: (239) 353-1909 email: [scusson@vineyardsnaples.com](mailto:scusson@vineyardsnaples.com)

**APPLICATION FOR LEASE**

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Property we wish to lease in ANDOVER SQUARE I CONDOMINIUM ASSOCIATION:

Name of Owner: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Date of Lease: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(Minimum rental of thirty days - Maximum rental of one year)

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**

Full Name of Applicant: \_\_\_\_\_

Full Name of Spouse: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Auto: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate # \_\_\_\_\_

Please state the name, relationship and age of all other persons who will be occupying the unit regularly.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____

**REFERENCES:** *We must have complete addresses.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Person to be notified in case of an emergency: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Agent/Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Andover Square I Condominium Association reserves the right to refuse any applicant for just cause. Occupancy shall NOT take place before the Board of Directors has approved a completed application.

I/We, the undersigned, tenants of property indicated above in Andover Square, do hereby agree to be bound by the Declaration of Protective Covenants, Conditions and Restrictions, By-Laws, Articles of Incorporation and Rules of Andover Square I Condominium Association.

I/We understand and agree that the Association, in the event it approves an application, is 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 lessees and their guests, of provisions of the Documents and the Rules and Regulations of the Association.

Enclosed is a NONREFUNDABLE \$100.00 check with this application and an executed copy of the lease. (Make the check payable to Andover Square I Condominium Association.)

Below are some of the Andover Square Rules and Regulations. This contains very important information, so be sure to read and understand it. I/We have received a copy of Andover's Rules and Regulations and agree to abide by them.

APPLICANT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

APPROVED     DISAPPROVED

\_\_\_\_\_  
DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\*\*\*\*\*

***NO APPLICATION WILL BE APPROVED UNLESS COMPLETELY FILLED OUT***

**SOME IMPORTANT RULES & REGULATIONS:**

1. ***NO PETS OF ANY KIND ARE ALLOWED BY TENANTS OR GUESTS.***
2. ***Parking allowed in designated areas only.***
3. ***No boats, trailers of any kind, camper, mobile homes, motor homes or disabled vehicles shall be parked or stored in Andover Square.***
4. ***No pickup trucks owned or operated by owners, tenants or guests on property at any time.***
5. ***Familiarize yourself with posted pool rules.***

***Note: Tenants should contact Royal Wood Master Association (239) 774-2213 Ext. 23 to arrange for the transfer of golf privileges.***

*(Revised July 2010)*