



Royal Wood Tenant Application Package 2013/2014

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 \$120.00
Lease of two months (32-61 days)	fee is \$180.00
Lease of three months (62-91 days)	fee is \$240.00
Lease of four to twelve months (92-365)	fee is \$300.00 – 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 \$10.00 processing fee. Please note the remaining balance is mailed to the tenant=s home address. **The office WILL NO LONGER 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 feel free to contact the administration office at 239-774-2213 ask for Pearl Wynkoop, Asst. Controller or Debbie Malio, Controller or email: RWGCCPearl@aol.com or RWGCCDeb@aol.com, if you have any questions.

GOLF COURSE APPLICATION PROCEDURE

In accordance with the amendment to the governing documents of Royal Wood regarding membership which was approved by the unit owners at the Annual Meeting held on March 13, 2000, the Royal Wood Board of Directors has established the following procedures to implement this amendment:

- D. Each lot or living unit is entitled to one (1) golf membership that shall be identified from the Recorded deed or the designation of one (1) natural person as the primary occupant in the case of multiple owners or ownership by an entity not a natural person.
- E. New owners or former owners with a non-spousal single family member who hold themselves out as a single housekeeping unit shall complete the golf use application form and submit it to the applicable neighborhood association.
- F. The neighborhood association shall review and investigate for accuracy and completeness. (Note) It is important that this review determine that the persons applying customarily reside and live together and otherwise hold themselves out as a single housekeeping unit. If approved by the neighborhood association, the president or his designated representative (in writing) shall sign and submit the application to the Master Association Office.
- G. Royal Wood Administrative Office shall review the application and make any necessary inquiry and recommend action to the Royal Wood Board of Directors.
- H. If approved by the President of the Neighborhood Association with final review by the Master Board as provided in Article II Section 4B of the Bylaws, the Master Association Administrative Office will assign membership numbers and photo identification cards, providing all necessary monies due to Royal Wood have been collected, and in the event of sale of unit, a recorded deed has been provided.

MEMBERSHIP DEFINITIONS

One (1) family is one of the following:

- A. One (1) person
- B. A married couple
- C. Not more than two (2) persons who customarily reside and live together and otherwise hold themselves out as a single housekeeping unit.

Custodial minor children:

Those children under the age of eighteen (18) who customarily reside and live as a family and otherwise hold themselves out as a member of a single housekeeping unit.

College or graduate student - to be eligible:

- A. Student must live as part of the family on a full time basis during such times as the student is not enrolled in a college or university.
- B. Student must be enrolled for the number of courses the school considers to be full-time attendance.
- C. Student includes:
 - 1. Natural child
 - 2. Stepchild
 - 3. Child by legal adoption
 - 4. Child by legal guardianship
- D. Full-time students are considered to be living with the member while they are away at school.



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: _____



ROYAL WOOD TENANT APPLICATION

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.

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 = \$120., two months = \$180., three months = \$240, and four to twelve months = \$300. (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)