

Ambassador Club of Naples, Inc.
1910 Gulf Shore Blvd. N.
Naples, FL 34102
239-304-8985
AmbassadorClub1910@gmail.com

Lease Application and Rental Procedures

Unit Owners are advised to review rules and restrictions in House Rules A and B and the Declaration of Condominium and Bylaws.

To request approval to lease your Unit:

- 1) Download and complete the Lease Application.
- 2) Pay the Lease Application Fee of \$100 (not required for returning renters).
- 3) Provide proof of renter's insurance (including \$300,000 in liability coverage and a tenant endorsement).
- 4) For leases with a term in excess of 6 months, download and complete the Background Check Authorization Form

Submit Lease Application, Application Fee, and Proof of Insurance to:

The Ambassador Club of Naples, Inc.
c/o Property Manager
1910 Gulf Shore Blvd. N.
Naples, FL 34102
239.304.8985
PropertyManager1910@gmail.com

If applicable, complete and submit background check authorization form to:

KPG Accounting Services, Inc.
RE: Ambassador Club Lease
3400 Tamiami Trail N. #302
Naples, FL 34103-3717
239.434.8866
KGaffney@KPGAccounting.net

All documents, fees, and forms must be submitted to the Property Manager of the Association at least **20 days prior** to the commencement date of the lease to allow time for board review and vote.

Once Approved:

- 1) Unit Owner shall notify Property Manager of Tenants' time and date of arrival at least one week in advance of arrival date.
- 2) Unit Owner shall provide Tenant with contact information and office hours for the Property Manager.
- 3) Upon arrival or on the next business day of the arrival, Tenant shall check in with Property Manager at the office during office hours, and shall sign confirmation of receipt of rules and regulations and confirm the schedule of guest visitations, if any. Property manager will provide clarifications on any questions regarding use of the property.
- 4) Upon termination of lease, unless otherwise instructed by Unit Owner, Property Manager shall enter the Unit and shut off water, close hurricane shutters, and secure windows and doors.

While a copy of House Rules A will be provided to tenants by the Association, it is the responsibility of the Unit Owner to educate tenants and guests of the rules of the Association. Tenants who violate the rules of the Association may be subject to eviction. Maintenance and cleaning of the Unit is the responsibility of the Unit Owner.

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APPLICATION FOR LEASE

I hereby request the Board of Directors of the Ambassador Club, Inc., approve the occupancy of Unit No. _____

By (Tenant(s) Name(s)) _____

From: _____ (date) to: _____ (date)

*NOTE: Background checks are required for applicants leasing a unit for a term in excess of 6 months

I have reviewed the completed application and have advised the applicant(s) of the HOUSE RULES of the Ambassador Club. I hereby endorse their lease application. I have attached evidence of casualty and liability insurance with a minimum of \$300,000.00 in personal liability coverage and renter's coverage endorsement.

Owner's Signature

Date

Rental Agent's Name: _____ Date: _____

Telephone: _____ E-mail: _____

Full Name(s) of Tenant(s): _____

Residence Address: _____

Telephone _____ Email: _____

Naples Address (if any): _____

Have you ever rented at the Ambassador Club? _____ When? _____

Have you ever rented in Naples? _____ When? _____

Where? _____ Telephone _____

Nature of Business/Profession: _____

Active _____ Retired _____

Company Name: _____ Position: _____

Marital Status: _____ First Name of Spouse _____

PETS – NO pets are allowed on the premises.

NO SMOKING – Smoking is not permitted in any common areas.

THE BOARD MUST RECEIVE THIS APPLICATION AND RELATED ATTACHMENTS OR
FEES FOR REVIEW AT LEAST 20 DAYS PRIOR TO COMMENCEMENT OF A LEASE.

March 2020

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APPLICATION FOR LEASE

List guests: MAXIMUM OF 2 PEOPLE FOR 1 WEEK, EACH MONTH

1st Month – Name: _____
Date expected: _____ (Maximum 1 week)

2nd Month – Name: _____
Date expected: _____ (Maximum 1 week)

3rd Month – Name: _____
Date expected: _____ (Maximum 1 week)

The use of facilities at the Club is limited to approved occupants. If approved for tenancy, I agree to acquaint myself and other occupants of the unit with the House Rules – Part “A” Tenants/Lessees of the Ambassador Club of Naples, Inc., and abide by same. Upon any violation of the Rules, Tenants/Lessees/Occupants will be required to terminate tenancy/occupancy if requested by the Ambassador Club of Naples, Inc. By signature below, Applicant(s) acknowledge receipt of House Rules:

_____ Applicant Signature	_____ Applicant Signature	_____ Date
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References (2 required): Florida references, if possible.

Name: _____	Name: _____
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Address: _____	Address: _____
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Email: _____	Email: _____
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Telephone: _____	Telephone: _____
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***\$100 APPLICATION FEE: Payable to THE AMBASSADOR CLUB OF NAPLES, INC.**

*This fee is not applicable to parents of owners or lessees who have previously rented from an owner with approval from the Ambassador Club

NOTE: Please be sure your submitted application is complete with required references, proof of insurance, any background check submissions to KPG Accounting (if applicable), and an enclosed check for fees AT LEAST 20 DAYS PRIOR TO LEASE. Any omission will delay processing your application. Thank you.