

Resort Management Guide to Completing Sale or Lease Applications

This application is to be completed by the owner(s) and lessee(s). If utilizing a real-estate/rental agent, the unit owners are still required to sign application, or provide a signed Power of Attorney authorizing agent to sign on owners' behalf. All parties **MUST** sign the application. There are no exceptions to this requirement. Applications will be returned and processing delayed if missing any signatures.

This application must be submitted to the Real Estate Coordinator for Resort Management and supported with a copy of the executed purchase or lease agreement signed by all parties; along with the non-refundable processing fees.

General Requirements/Information

Units may not be leased for a period of less than thirty (30) consecutive days. Additionally, all Association units are designated as single-family residences only, and must be leased and / or utilized as such. All annual rental renewals must be submitted no less than 20 days in advance of the lease renewal date for the Association's review and approval.

Application Processing

Application processing times vary, but can take up to 20 days to obtain approval once your **completed application** is received. A completed application includes ALL information filled out, ALL application fees received (in the form of a check) and sale contract / lease agreement.

Mandatory Requirements

The omission of the information requested on application will result in your application being rejected and returned to you. This will delay the processing of your application and may result in the processing time extending beyond your closing date / lease start date.

DO NOT LEAVE ANY FIELDS BLANK. IF NOT APPLICABLE, ENTER "N/A"

For Sales ONLY:

- Emerald at Sapphire Lakes requires 30 days for approval.
- A copy of the purchase agreement signed by all relevant parties.
- A completed Character Reference form.
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Resort Management
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Emerald at Sapphire Lakes
- At least one phone number at which the applicant may be reached.
- Applicants' current address.
- Names and relationship of ANY/ALL persons who will be staying in the unit on a regular basis. If none, enter "NONE". DO NOT LEAVE THIS FIELD BLANK.
- Make, model, year, AND tag number of all vehicles that will enter upon the association property.
- If using a rental car, this field MUST be filled in with the word "Rental". DO NOT LEAVE THIS FIELD BLANK.

For Leases ONLY:

- Emerald at Sapphire Lakes requires 30 days for approval.
- A copy of the lease agreement signed by all relevant parties.
- Lease must be at least 30 days, and not more than 12 months, or more than 3 times per year.
- A completed Character Reference form.
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Resort Management
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Emerald at Sapphire Lakes
- Annual Leases: A \$500 deposit required, refundable upon termination of rental agreement.
- At least one phone number at which the applicant may be reached.
- Applicants' current address.
- Names and relationship of ANY/ALL persons who will be staying in the unit on a regular basis. If none, enter "NONE". DO NOT LEAVE THIS FIELD BLANK.
- Make, model, year, AND tag number of all vehicles that will enter upon the association property.
- If using a rental car, this field MUST be filled in with the word "Rental". DO NOT LEAVE THIS FIELD BLANK.

For Yearly Renewals ONLY:

- Submitted no less than 20 days in advance.
- Application with all fields filled out. If not applicable enter N/A. New application required yearly to ensure we have up to date information
- A copy of the lease agreement signed by all relevant parties.

Emerald at Sapphire Lakes Condominium Association, Inc.

c/o Resort Management, Attn: Rhonda LaBounty
9250 Corkscrew Road #9, Estero, FL 33928
Ph: (239) 206-3872 / rlabounty@resortgroupinc.com

APPLICATION FOR APPROVAL TO PURCHASE OR LEASE CONDOMINIUM UNIT

Please check appropriate box and complete the following information.

- () I hereby apply for approval to **PURCHASE**(Street Address) _____ Unit # _____, in Emerald at Sapphire Lakes, a Condominium, and for membership in the Association. **A complete copy of the signed purchase agreement is attached. I understand that commercial vehicles owned or driven by an owner are not allowed to be parked on the common grounds.**
- () I hereby apply for approval to **LEASE**(Street Address) _____ Unit # _____, in Emerald at Sapphire Lakes, a Condominium, for the period beginning _____ 20 ____ and ending _____ 20 _____. This unit must not be leased for less than thirty (30) days, or more than 12 months, or more than three (3) times per year. **A copy of the signed lease is attached. I understand that renters are not allowed to keep pets and that commercial vehicles owned or driven by a renter are not allowed to be parked on the common grounds. ANNUAL LEASES-Deposit of Five Hundred Dollars(\$500) fully refundable upon termination of rental agreement for potential expenses borne by Emerald Association for the additional charges to remove and dispose of furniture and personal belongings charged to Emerald Association by Waste Management.**

NOTE: Application must be submitted, along with a **\$150.00 Processing Fee** (payable in 2 checks: **\$75.00 to Resort Management, and \$75.00 to Emerald of Sapphire Lakes** and a **copy of the sales contract** must also be submitted along with the Processing Fee. **EMERALD AT SAPPHIRE LAKES REQUIRES AT LEAST 30 DAYS FOR APPROVAL OF SALE AND LEASE APPLICATIONS.**

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

Owner Name (s): _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

- Full Name of Applicant: _____
- Full Name of Spouse and/or Other Tenant: _____
- Home Address: _____ City: _____ State: _____ Zip: _____
Home Phone #: (____) _____ Business Phone # (____) _____
Email Address: _____
- Nature of Business / Profession: _____
If Retired, Former Business/ Profession: _____
- Company or Firm Name: _____
- Business Address: _____ City: _____ State: _____ Zip: _____
- The Condominium Documents of Emerald restrict use, of the units, to single family residences. Please state name, relationship and age of all other persons who will be occupying the unit.
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____
- Name of current or most recent landlord: _____
Address: _____ City: _____ State: _____ Zip: _____ Phone: _____
(____) _____ - _____ Ownership: How Long _____ Rented: How Long _____
- Two Personal references **not related to applicant** (local if possible). Please use character reference form.

10. Person to be notified in case of Emergency:

Name: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

11. Vehicles to be kept at the Condominium: (max of 2 per unit)

Make/Model: _____ Year: _____ License Plate # _____ State: _____
Make/Model: _____ Year: _____ License Plate # _____ State: _____

No Commercial Vehicles -owned, leased or operated by an owner, lessee or their guests are not allowed to be parked on common grounds. All Vehicles Must Have Sapphire Lakes Decal.

12. Mailing Address for Notices Connected with this Property:

Name: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____

13. If this transaction is a Sale, please check one of the following:

I am purchasing this unit with the intention to:

- Reside here on a full-time basis
- Reside here part-time
- Lease the Unit

I (we) will provide the Association with a **copy of our recorded deed within (10) days after closing.**

14. I am aware of, and agree to abide by the Declaration of Condominium for Emerald at Sapphire Lakes, a Condominium, the Articles of Incorporation, By-Laws and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules.

15. I understand and agree that the Association, in the event it approves the lease, 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 Declaration of Condominium of Emerald at Sapphire Lakes, The Association's by-laws, and the rules and regulations of the Association.

RENTERS ARE NOT ALLOWED TO HAVE PETS

VERIFICATION: I/WE HAVE RECEIVED, READ AND UNDERSTAND AND WILL ABIDE BY THE RULES AND REGULATIONS OF THE EMERALD ASSOCIATION AND THE SAPPHIRE LAKES MASTER ASSOCIATION.

Dated: _____

Applicant

Applicant

NO APPLICATION WILL BE APPROVED UNLESS SIGNED, COMPLETELY FILLED OUT, AND ACCOMPANIED BY A COPY OF THE SALE OR LEASE AGREEMENT.

Application Approved

Disapproved

Date: _____

By: _____
Board of Directors

Title

EMERALD AT SAPPHIRE LAKES

c/o RESORT MANAGEMENT, Attn: Rhonda LaBounty
9250 Corkscrew Rd. Suite #9, Estero, FL 33928
Ph: (239) 206-3872 / rlabounty@resortgroupinc.com

Character Reference Form

To Whom It May Concern:

The applicant(s) named below is/are applying for membership in the Emerald Condominium Association. The Board of Directors would appreciate it if you would furnish them with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please give this form to the applicant. This completed Character Reference MUST be sent with the application in order for the Board to approve the purchase or lease. Thank you for your assistance in this matter.

Sincerely,

Real Estate Department
Resort Management

_____, 2022

Applicant's Name(s) _____

Reference's Name: _____

Address: _____ Phone: _____

City: _____ State _____ Zip _____

How do you know the applicant: _____

How long have you known the applicant: _____

Please describe the applicant(s) character and stability, as you know them: ____

Reference's Signature

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Reference's Name: _____

Address: _____ Phone: _____

City: _____ State _____ Zip _____

How do you know the applicant: _____

How long have you known the applicant: _____

Please describe the applicant(s) character and stability, as you know them: ____

Reference's Signature