

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:

- Malachite at Sapphire Lakes requires 20 days for approval.
- Application with all fields filled out. If not applicable enter N/A.
- A copy of the purchase agreement signed by all relevant parties.
- 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 Malachite Association.
- 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:

- Malachite at Sapphire Lakes requires 20 days for approval.
- Application with all fields filled out. If not applicable enter N/A.
- A copy of the lease agreement signed by all relevant parties.
- Lease must be 30 days minimum, not more than 12 months, and no more than 3 rentals per year.
- 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 Malachite Association.
- 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.

MALACHITE AT SAPPHIRE LAKES

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

RENTAL APPLICATION

STREET ADDRESS _____ UNIT # _____

OWNER NAME _____

(please print or type)

Applicant's Name _____

Spouse's Name _____

Present Address _____

Applicant's Telephone (____) _____ - _____

Employer _____

City _____ State _____ Zip _____

Employer's Telephone (____) _____ - _____

1. Auto License Number _____ Make & Color _____

2. Auto License Number _____ Make & Color _____

Occupancy From: _____ To: _____ (30 Day Minimum)

Names & Ages of Children to Occupy Apartment : _____

LEASE MAY NOT BE LESS THAN THIRTY (30) DAYS AND APPLICATION MUST BE
SUBMITTED AT LEAST THIRTY (30) DAYS BEFORE LEASE TERM COMMENCES.

REFERENCES: List two (2), Local if Possible.

Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone: (____) _____ - _____

Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone: (____) _____ - _____

IF PREVIOUSLY RENTED IN NAPLES:

Community Name: _____

Address: _____

Person to Contact (landlord/manager): _____

I CERTIFY THAT I HAVE INFORMED THE PROPOSED RENTER OF THE RULES & REGULATIONS OF MALACHITE AT SAPPHIRE LAKES.

Owner's Signature _____ Date _____

I HAVE READ AND WILL ABIDE BY ALL RULES, REGULATIONS AND BY-LAWS OF MALACHITE AT SAPPHIRE LAKES.

Tenant's Signature _____ Date _____

A \$150.00 PROCESSING FEE IS REQUIRED WITH THIS APPLICATION, PAYABLE IN TWO CHECKS: \$75.00 TO RESORT MANAGEMENT AND \$75.00 TO MALACHITE AT SAPPHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

ACTION TAKEN BY THE BOARD OF DIRECTORS:

Approved _____ Disapproved _____

Date _____

By: _____
Board Member/Manager

Office

Please Mail this Application To:

Resort Management
9250 Corkscrew Road Suite 9 Estero,
Florida 33928