



PELICAN BAY FOUNDATION

Lease Application Checklist

In an effort to continually improve service to members of residential property in Pelican Bay and to ensure a successful rental experience for owners and lessees, please submit the following at **LEAST 30 DAYS PRIOR** to the lease period. This requirement also applies to any extension beyond 2 weeks.

☐ **Completed Lease Application Form**

☐ **Application Fee**

Only can accept payment if we have the Pelican Bay lease application and approval.

Lease processing fee is \$500.00 and can be paid in person, by credit card, or by check (non-refundable by mail) made payable to Pelican Bay Foundation, Inc. If paying by credit card over the phone, please call 239-597-8081. Credit card payment can be made either by owner or tenant. Rentals are allowed a maximum of 2 cards.

☐ **Completed Condominium/Homeowner's Association Approval of Tenants Form**

If renting from a single-family residence, a copy of the lease must be attached in lieu of condominium/homeowner's approval.

Upon approval and prior to pick-up, tenants are required to provide the following:

☐ **Proof of Identity**

Driver's License or passport for each tenant listed on the application

☐ **Photo(s) for Renter card(s)**

Photos must be taken in person for every new rental agreement, at the Commons Building located at 6251 Pelican Bay Blvd, Naples, FL 34108. All renters cards must be picked up by renters only.

Please email these items to memberservices@pelicanbay.org.

NOTE TO OWNER/AGENTS: Membership privileges are transferred from owner to renter through the duration of the lease. The lease application must be filled out entirely and accompanied with listed items. Member ID cards will be deactivated on the day of the lease start date and will automatically be reactivated the day after the lease has expired.

For any further assistance, please email the Member Services department at memberservices@pelicanbay.org, and we would be glad to help you with the rental process.



PELICAN BAY FOUNDATION LEASE APPLICATION

Please submit this form **at least thirty (30) days** prior to occupancy and must be accompanied by a **\$500** check (non-refundable) payable to "Pelican Bay Foundation, Inc." or paid by credit card as a lease processing fee and a signed "Approval of Tenants Form" from the Condominium/Homeowner's Association OR a copy of the lease if renting a single-family residence. **Only can accept payment if we have the pelican bay lease application and approval.** Rentals are allowed a **maximum of 2** cards.

NOTE TO OWNER/AGENTS: Membership privileges are transferred from owner to renter through the duration of the lease. The lease application must be filled out entirely and accompanied with listed items. Member ID cards will be deactivated on the day of the lease start date and will automatically be reactivated the day after the least has expired.

OWNER/LESSOR/AGENT INFORMATION

Owner/Lessor/Agent	
Cell Phone #	
Email Address	

LESSEE INFORMATION – PLEASE LIST ALL LESSEES TO RECEIVE ID CARDS (max 2 cards)

Lessee Full Name(s)	
Lessee Full Name(s)	
Lessee Home Address	
Cell Phone #	
Email Address	

RENTAL PROPERTY INFORMATION

Rental Dates	FROM:	TO:
Pelican Bay Rental Address		
Condo/Homeowner Association		
Play Tennis? (Check Box)	Y:	N:

Authorized Signature of Owner/Agent Application: _____

PELICAN BAY FOUNDATION USE ONLY:

CHECK RECEIVED:	MEMBER #:
CHECK #:	LESSEE #:
CREDIT CARD/CHIT #:	
ASSN APPROVAL:	CARD PICKUP DATE:



Condominium/Homeowner's Association Approval of Tenants Form

Condominium/Homeowner's Association

The listed individual(s) are approved to lease at the address below for the listed duration of time.

LESSEE(S):
(All must be listed to
receive ID cards)

LEASE ADDRESS:

LEASE PERIOD:
(Beginning and End Date)

NOTE: Any and all extensions MUST have condominium approval.

OWNER(S):

BOARD OF DIRECTORS ACTION

Lease Approved:
(Yes or No)

Date of Decision:

By
President/Secretary
or Manager:
