



# 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**

**\$300.00** by credit card (over the phone) or check (non-refundable by mail) made payable to Pelican Bay Foundation, Inc. This fee includes two tenant cards. If paying by credit card over the phone, please call 239-260-8457. (Credit card payment can be made either by owner or tenant. **\$100** additional fee for each additional card exceeding two.

**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)**

Headshot photo must be taken from the shoulders up of each tenant (high resolution). Pictures taken by smartphone are permissible.

Please email these items to [memberservices@pelicanbay.org](mailto: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](mailto:memberservices@pelicanbay.org), and we would be glad to help you with the rental process.



# PELICAN BAY FOUNDATION 2023 LEASE APPLICATION

Please submit this form at least thirty (30) days prior to occupancy along and must be accompanied by a 1) \$300 check (non-refundable) payable to "Pelican Bay Foundation, Inc." (for 2 renter cards), \$100 for each renter exceeding the 2 renter cards (if applicable), 2) a signed "Approval of Tenants Form" from the Condominium/Homeowner's Association OR a copy of the lease if renting a single-family residence.

**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

<b>Owner/Lessor/Agent</b>	
<b>Cell Phone #</b>	
<b>Email Address</b>	

## LESSEE INFORMATION – PLEASE LIST ALL LESSEES TO RECEIVE ID CARDS

<b>Lessee Full Name(s)</b>	
<b>Lessee Full Name(s)</b>	
<b>Lessee Home Address</b>	
<b>Cell Phone #</b>	
<b>Email Address</b>	

## RENTAL PROPERTY INFORMATION

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

Authorized Signature of Owner/Agent Application: \_\_\_\_\_

## PELICAN BAY FOUNDATION USE ONLY:

<b>CHECK RECEIVED:</b>	<b>MEMBER #:</b>
<b>CHECK #:</b>	<b>LESSEE #:</b>
<b>ASSN APPROVAL:</b>	
<b>CARD PICKUP DATE:</b>	<b>LOCKER PICKUP:</b>



# Condominium/Homeowner's Association Approval of Tenants Form

Condominium/Homeowner's Association

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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)

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**LEASE ADDRESS:**

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**LEASE PERIOD:**  
(Beginning and End Date)

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*NOTE: Any and all extensions MUST have condominium approval.*

**OWNER(S):**

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## BOARD OF DIRECTORS ACTION

**Lease Approved:**  
(Yes or No)

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**Date of Decision:**

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**By**  
**President/Secretary**  
**or Manager:**

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