



3525 NORTHBROOKE DRIVE
NAPLES, FLORIDA 34119
239-593-3392 / F 239-593-5104

< < RENTAL APPLICATION > >

Office Use Only	
Ten:	T#:
Own:	O#:
A-D: ____/____/____ - ____/____/____	
<input type="checkbox"/> CH	<input type="checkbox"/> IBS <input type="checkbox"/> IDs <input type="checkbox"/> VS
COA/HOA:	
Pres.:	EM
App Den	NSOS

Conditions & Terms for Rental/Lease

CYPRESS WOODS DOCUMENTS REQUIRE RESIDENTS OF RENTAL UNITS TO BE ONE FAMILY ONLY. Maximum of six (6) persons per unit – exception is Single Family home where maximum is ten (10) persons. Minimum rental period is 30 days.

- No Commercial Activity Allowed
- No Daily, Overnight or Weekly Rental
- NO PETS
- Single Family Occupancy Only
- 30-Day Minimum Lease
- Occupants & Guests need Vehicle ID Sticker or Tag

House & Grounds Rules are available from the Administrative Office at the Clubhouse. Tenants should be advised to obtain a copy. Tenants must comply with all Club, COA/HOA Rules and Regulations. This application form may be completed and signed by the Owner of the unit, or the Rental Agent acting on behalf of the Owner.

The signatures of the Owner (or Rental Agent if used,) and Applicant confirms the form has been completed. All statements are true to the best of their knowledge, and there is a clear understanding of the Cypress Woods documents for renting/leasing. Among other requirements the following are stipulated:

It is the responsibility of the Owner to advise the Tenant that the COA/HOA is authorized to act as the Owner's Agent, with full power and authority to take whatever action may be required including eviction, should the Tenant or their guests, after notification, continue to violate the provisions of the Association's Declaration, By-Laws, Rules & Regulations and the Florida Condo Act.

I have read and fully understand the statements above and will abide by all rules and regulations of the Club and the prospective HOA/COA.

Signature of Applicant/s: _____

UNIT INFORMATION

Rental Unit Address _____ Unit # _____

Rental Lease Term Start Date: _____ End Date: _____ ☐ Copy of Lease Attached

APPLICANT INFORMATION

Name of Tenant _____

Name of Tenant Spouse/Co-Applicant _____

Current Address Street _____

City _____ State _____ Zip _____

Telephone Number _____ Cell Phone Number: _____

E-Mail Address _____ Driver's License #: _____

Vehicle Make: _____ Model _____ Color _____

License Plate #: _____ Issuing State: _____

Please state the following for all other family members who will reside in the unit.

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

APPLICANT INFORMATION

Has the Applicant, or anyone listed on the application, ever been arrested or convicted of a crime? Yes ____ No ____

Has the applicant or anyone listed ever been registered in any location as a Sex Offender or Sexual Predator? Yes ____ No ____

If yes, give details: _____

OWNER INFORMATION

Owner Name _____

Owner Current Mailing Address _____

City _____ State _____ Zip _____

Key Holder Name _____ Key Holder Telephone _____

Will the Club Membership be transferred to the Tenant? ☐ Yes ☐ No **CK#** _____ **Date** _____By choosing **Yes**, I understand that the Club will bill my member account the applicable **\$250.00 transfer fee**. I understand that when I transfer my membership privileges that I am unable to exercise those privileges during the membership transfer/lease period.

I represent that the above information I have provided is factual and true, I am aware that any falsification or misrepresentation of the facts in the Application will result in a rejection of this Application, or constitute grounds for the Association to void any approval that may be granted. I consent and acknowledge that you may further inquire concerning this Application, particularly a background check investigation, such as a criminal record check or previous rental history inquiry. I agree to be bound by the Declaration, By-Laws, and the Rules and Regulations of the HOA/COA and the Cypress Woods Golf & Country Club. I understand that upon receipt of a totally completed Application, including the Application Fee and a lease acceptable to the Club, the Club has ten (10) days after receipt, to accept or to reject this Application.

CK# _____ **Date** _____**I agree to all terms and conditions above and agree that the *non-refundable processing fee of \$125.00* will be paid to the Clubhouse Administration Office, either by Owner or by Tenant, prior to Tenant taking occupancy of the leased residence.****Owner Signature** _____ **Agent Signature (if used)** _____

Print Name _____ Print Name _____

Date _____ Agent Phone Number _____

Signature of Applicant _____ Print Name _____

Signature of Co-Applciant _____ Print Name _____

Date _____

All rental/lease applicants are required to sign the completed Lease Application prior to taking occupancy in the leased residence. Upon arrival, all Tenants must check-in at the Clubhouse Administrative Office.

Electronic Signature: Submitting an application through our website constitutes your electronic signature. Any record containing an electronic signature shall be deemed for all purposes to have been "signed" and will constitute an "original" when printed from electronic records established and maintained by the Club or its agents in the normal course of business. Upon the Club's request, user agrees to m annually sign or place user's signature on any paper original of any electronic record that the Club provides to user containing user's purported electronic signature.

FOR CYPRESS WOODS ADMINISTRATIVE USE ONLY**Date Received** _____ **Date Returned** _____ ☐ **Approved** ☐ **Denied****Renewals** (*Renewals are to be renewed at least one (1) month in advance of Expiration*)**Renewal Date** _____ **End Date** _____**COA/HOA** _____ **President** _____



**APPLICATION FOR
VEHICLE IDENTIFICATION DECAL**

APPLICANT COMPLETE THIS SECTION

Applicant must have Vehicle Registration for verification at time they pickup decals or hang tags for vehicles.

Date _____

Name of Unit Owner (Print) _____

Cypress Woods Address _____ Unit # _____

Name of Rental Applicant (Print) _____

License Plate #: Vehicle #1 _____ Vehicle #2 _____

Make: Vehicle #1 _____ Vehicle #2 _____

Color: Vehicle #1 _____ Vehicle #2 _____

Check the category of Decal or Hang Tag you are applying for:

☐ Decal

☐ Owner/Resident

☐ Annual Member

☐ Annual Renter

Length of Stay (dates) _____ thru _____

Applicant Signature _____ Date _____

**** NO DECALS OR HANGTAGS WILL BE MAILED**
THEY MUST BE PICKED UP AT CLUBHOUSE ADMINISTRATION OFFICE**

FOR CYPRESS WOODS USE ONLY – CHECK APPLICABLE CATEGORY

Applicant status has been verified with Owner list, RORC Application, etc. and other information has been verified including license plate number.

☐ Yes ☐ No If **No**, a decal or hangtag may not be issued.

All lots or units which have a two (2) car garage may have no more than four (4) vehicles, only two (2) of which may be parked overnight outside of the garage. All lots or units with a one (1) car garage may have no more than two (2) vehicles, only one (1) of which may be parked overnight outside the garage. No commercial vehicles of any kind.

Decal Number: Vehicle #1 _____ Vehicle #2 _____

Signature of person issuing Decal _____ Date _____



MASTER ASSOCIATION MEMBERSHIP TRANSFER FORM

UNIT OWNER INFORMATION:

Name of Owner/Member _____

Membership Number _____

Cypress Woods Address _____

Cypress Woods Phone Number _____

Phone Number where you can be reached while Unit is Rented _____

If using an Agency indicate: Name _____ Phone _____

I understand that when I transfer my privileges, that I am unable to exercise those privileges during that time. It is my intent to transfer my unit's privileges to the transferee below.

Signature of Owner/Member _____

RENTER (TRANSFEREE) INFORMATION:

Name _____ Age(s) _____

Name _____ Age(s) _____

Home Address of Transferee _____

City _____ State _____ Zip _____

Phone _____

Cars being used by Renter/Transferee at Cypress Woods:

Make _____ Model _____ License Plate # _____

DATES OF MEMBERSHIP:

Start Date _____ --- End Date _____

TRANSFER MEMBERSHIP FEE IS \$250.00 – NON-REFUNDABLE

Date Paid ____/____/____

I understand that I have all the privileges of the Member during the time the membership is transferred to me and I accept all the rules and regulations that come with those privileges.

Signature of Tenant/Transferee: _____

Date: _____

To expedite transfer, please send or fax to the Clubhouse Administration Office prior to transfer date.