



Vineyards Naples Properties, Inc.

April Olson – Rental Department

75 Vineyards Blvd; 3rd Floor

Naples, FL. 34119

239-353-3393

We are so glad that you have chosen to live in the Vineyards! Attached is our application for a long-term rental. Please fill out the application in its entirety. Each person over eighteen years of age must fill out a separate application. The approval process is much quicker when we receive everything we need upfront.

Here is what we need:

- Application fee of \$75 for each person over 18 years of age or \$100 for married couples. (\$150 - \$250 fee for international application; please call for international application). Please write check to “Vineyards Properties, Inc.” for application fee.
- Fill out application provided and return to: Vineyards Naples Properties, 75 Vineyards Blvd, 3rd Floor, Naples, FL. 34119 or email to April Olson at April@VineyardsProperties.com
- If employed, a copy of last year’s W-2 and 2 (two) of the most recent pay stubs. If self-employed, copy of last 2 (two) year’s income tax returns and documentation of current year (ie. Last 3 months bank statements or P&L).
- Copy of Driver’s license or Florida State ID card AND Social Security card or Green Card
- \$400 holding fee to “Vineyards Properties, Inc.” to take property of rental market. This is applied to security deposit if approved.

Once you are approved through Vineyards Naples Properties, you will need to fill out an application specific to the community you wish to reside. The application fees to the associations vary, but are typically \$100 to \$150. The approval process for each association can take up to 20 days.



IMPORTANT INFORMATION FOR ANNUAL TENANTS

- **APPLICATION:** Application fee of \$75 for each person over 18 years of age; \$100 for married couples. \$150 - \$250 for international application. Criminal background and credit checks will be performed. Only bank check or cashier's check are accepted to "Vineyards Properties, Inc." (drop off or mail to address at bottom of this sheet).
 - Fill out application provided and return to Vineyards Naples-Properties or email to address below (Each person over 18 must fill out separate application). Please include the following with your application:
 - If employed, a copy of last year's W-2 and 2 (two) of the most recent pay stubs. If self-employed, copy of last 2 (two) year's income tax returns and documentation of current year (ie. Last 3 months bank statements or P&L).
 - Copy of Driver's license or Florida State ID card AND Social Security card or Green Card
- **SECURITY DEPOSIT & RENTS COLLECTED:** Security deposit shall be 1.5 x the rental amount, unless otherwise stated. Plus, we collect first month's rent and any pro-rated rent if the tenant moves in before the first of month. Owner may require last month's rent.
- **HOLDING DEPOSIT:** There is a \$400 deposit to hold the unit, which is applied to security deposit if they are accepted. The deposit is refundable if application is denied due to credit or background check .
- **PET FEES:** For owners and communities that allow pets, tenant pays a \$250 non-refundable pet fee per pet.
- **KEYS:** Re-key charge if ALL Keys are not returned at departure - \$100 or higher.
- **RENT AND LATE FEES:** Rent is due on the 1st of the month. Late fee of \$100 will be charged on the 5th day of the month and \$5.00 per day thereafter.
- **FAIR HOUSING:** REALTORS shall not deny equal professional services to any person for reason of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity
- **SMOKING IS NOT ALLOWED IN THE UNIT AT ANY TIME**
- **REPAIRS:** Contact Vineyards Services / Carlos Rincon / 239-353-3393
- **UTILITIES:** Tenants are responsible for electric, upgrade to cable service, carpet cleaning, changing a/c filters regularly; and may be responsible for water/sewer, pool, pest control, and lawn service.
- **CABLE/INTERNET:** Most owners in the Vineyards provide basic cable and internet at no charge. Tenant may be responsible for purchasing modem and cable box if they are not in the unit at move-in.

VINEYARDS PROPERTIES, INC.

ANNUAL APPLICATION

Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposit and penalties as provided by the lease terms, if any.

Applicant Full Name:		
Date of Birth:	Social Security #:	
Present Address:		
City:	State:	Zip Code:
Home Phone:	Cell Phone:	
E-Mail Address:		
Driver's License No.:	State:	
Present Landlord:		
Telephone:		
Rental Amount:	Proper Notice Given:	
Reason for Leaving:		
Previous Address:		
Landlord/Owners Name:		
Telephone:		
Rental Amount:	Proper Notice Given:	
Reason for Leaving:		
EMPLOYMENT		
Current Employer:		
Address:		
City:	State:	Zip Code:
Position:		
Supervisor:	Income:	
Telephone Number:		
Dates of Employment:		

VEHICLE INFORMATION		
List Make/Model and Year of All Vehicles. Include RVs/Boats:		
PET INFORMATION		
Dog:	Cat:	Other:
Have you ever declared bankruptcy? If so, when?		
Have you ever had an eviction filed against you? If yes; please explain:		
OTHER OCCUPANTS:		
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
EMERGENCY CONTACT INFORMATION:		
Name:	Telephone Number:	

The undersigned verifies the information contained in this Application is true and accurate.

Signature

Date

Applicant(s) signature below acknowledges that all of the information provided on this Application are true and compete and authorizes verification of same by Vineyards Properties, Inc.

Applicant agrees that a credit report will be run to include, but not limited to, search for criminal records, including sex offenders, and evictions.

Applicant understands that due to the Fair Credit Reporting Act that a copy of the credit report will **not** be furnished by Vineyards Properties, Inc. If an application is denied, applicant will be provided, in writing, the address of the reporting agency.

This application is for qualification purposes and does not in any way guarantee the applicant that he/she will be offered this property. Applicant also understands Vineyards Properties, Inc. can accept another application for the same property at the same time and will select the best qualified tenant.

Applications that are incomplete, missing information or documentation required for approval will not be processed for consideration of occupancy. All applications become the property of Vineyards Properties, Inc.

PROPERTY ADDRESS: _____

Term is a _____ month lease, starting _____ and ending _____.

Rental rate is \$_____ per month. Security Deposit is \$_____.

Move-In Date: _____ Pro-rated Rent:***\$_____.

Tenant is responsible for the following utilities:

Application Fee to Vineyards Properties \$_____ & Association: \$_____

(Non -refundable by Association or VPI)

Holding fee \$400: (Due now, goes towards security deposit)

Non-Refundable Pet Fee: \$_____

Money Due

App Fee to VPI	\$ _____	(Due now)
App Fee to Assoc.	\$ _____	(Due upon Vineyards Approval)
Pro-Rated Rent:	\$ _____	(Due at move-in)
Security Deposit:	\$ _____	(Full amount due upon approval)
First Month's Rent:	\$ _____	(Due at move-in)
Amount Paid: -	\$ _____	
Total Due:	\$ _____	

The undersigned acknowledges they have read the information above and agree to the conditions that will determine their occupancy.

Applicant Signature

Applicant Signature

Date

Date

The following policies and procedures are established to ensure that all prospective applicants for a property processed by Vineyards Properties, Inc. are treated equally.

Please read the following policies. If you feel you have met the guidelines for qualifying then we encourage you to submit your application. Only one application will be processed at a time and applications will be processed in the order received. In the event more than one application is received, Vineyards Properties, Inc. will select the best qualified tenant.

An incomplete application will not be considered.

APPLICANTS

- Each adult (18 years of age or older) must sign and complete an application
- A non-refundable processing fee must accompany each application.
- An application will **not** be considered with missing or false information.

PROCESSING FEES

- Application fee for single individual \$75; \$100 for a married couple. International application fee is \$150 for single individual, \$250 for a married couple. **Fee is non-refundable.**
- \$400.00 Holding Deposit is required to start the approval process and takes the rental property off the market. This holding deposit will be credited toward the security deposit due at move-in.
If applicant cancels prior to move-in, this Holding Deposit is non-refundable.

CREDIT CRITERIA FOR ACCEPTANCE

- Credit, criminal, background and eviction checks will be obtained on each applicant 18 years of age or older.
- Credit report and evaluation provided by First Advantage. Credit reports supplied by applicants will not be accepted.
- All references will be checked.

INCOME VERIFICATION

- Applicant is to provide verification of ability to pay: If employed, a copy of last year's W-2 and 2(two) of the most recent pay stubs. If self-employed, copy of last 2(two) year's income tax returns and documentation of the current year (i.e. last 3 months bank statement or P&L).
- Income will be verified from copies of pay stubs or bank statements provided by the applicants.
- Unverifiable income will not be considered.

IDENTIFICATION

- Each applicant is to provide a copy of their driver's license or other photo identification with the completed application.

ASSOCIATION FEES AND/OR DEPOSITS

- Applicants will be required to complete a separate application for the Property Association, as well as pay a non-refundable fee. Some communities also require an additional refundable common area deposit. This application and fee(s) must accompany the signed lease to obtain Board approval.

ADDITIONAL POLICIES AND/OR CHARGES

- Re-key charge if ALL keys are not returned by tenant at departure - \$100 or higher.
- Rent is due on the 1st of the month. Late Fee of \$100.00 on the 6th day of the month and \$5.00 per day thereafter.
- NSF charge on all returned checks – the greater of 5% of check amount or \$40.00 as additional rent. *All future payments will need to be made in the form of a cashier's check.
- Security deposit is one and one half of a month's rent unless otherwise stated. It is held in a non-interest bearing escrow account.
- There is no last month's rent held, unless required by the individual owner.
- Tenants are responsible for electric and upgrade to cable service. In some instances, tenant will be responsible for water/sewer, pool, pest control and/or lawn service.
- Move-in monies must be paid by cashier's check or money order. Personal check accepted thereafter for rent.
- Pets are prohibited in most communities due to Association restrictions.