

Vista I at Heritage Bay Condominium Assn, Inc.

PURCHASE/LEASE

"Allow 20 days for Processing."

Instructions:

Check one: LEASE_____ or SALE _____

1. Please read the application & fill out the application in its entirety. **Incomplete applications will not be processed. It's the unit owner's responsibility to ensure that the application is filled out completely prior to submission.**
2. **Application fee of \$150 and \$50 per person for background screening** made payable to the **Vista Townhome at Heritage Bay Association, Inc.** (checks can be dropped off onsite at a drop-box at the pool inside the community, checks must be placed in an envelope with the building/unit #with the owner/tenant's name written on the envelope to ensure proper posting/processing.) **Certified Check or Money Order ONLY**

Vista I at Heritage Bay Association, Inc.

Email: manager@vistaheritagebay.com

APPLICATIONS MUST BE SUBMITTED VIA PDF IN ONE FILE AND EMAILED

*The application fee covers the costs for a third-party agent in the processing of a complete application, background & credit check processing, reference verification & tenant screening which includes phone calls, letters, and emails. The application fee is not refundable, even if the potential owner(s) or tenants are not approved for occupancy.

3. Applications **MUST INCLUDE** the current owner's name, address, phone number & email address on the application **or they won't be processed.**
4. **Copy of Sales Contract AND Lease if unit is being rented.**
5. **APPLICATIONS MUST be submitted and completed in its entirety and emailed by the owner of record or prospective owner, NOT the realtor, rental agent or property manager.**
6. Adult occupants over the age of 18 must provide a copy of a current driver license, state issued ID or Passport required to successfully screen equally to any other applicant. **International background checks requiring additional expense & time to process to be billed to the owner's ledger as incurred.**
7. A copy of the vehicle registration will be required for each vehicle issued and must be registered to the applicant(s), **providing the following:**
 - Max two (2) decals issued, one decal per driver with approved vehicle. Example -One tenant, one decal and two tenants; two decals.
 - **Provide copies of registration, must be registered to tenant on the lease. No corporate owned vehicles allowed. (company or LLC)**
 - **Photo of license plate for each vehicle.**
 - Gate Passes will be issued once the application is approved and once any fees have been paid.

ACCESS EXPENSE FOR GATE AND POOL

ACCESS KEY FOB FOR POOL: \$50 each

GATE BARCODE: \$25 each (2 max) ~ GUEST PARKING PASS: \$25 each - first issue, \$50 for replacement

CERTIFIED CHECK/MONEY ORDER PAYABLE TO: VISTA AT HERITAGE BAY COMMONS ASSN., INC.

FOLLOWING APPROVAL OF LEASE OR CLOSING OF SALE (Fees for access key fobs/barcodes **MUST** be dropped off onsite at a drop-box at the pool AND placed in an envelope with the building/unit #with the owner AND/OR Tenant name written on the envelope. Once the check is dropped email manager@vistaheritagebay.com to arrange for door drop off. It's up to the person requesting the barcode to ensure payment is deposited and request for barcode/key-fob is properly requested.)

Vista I at Heritage Bay Condominium Association, Inc.

APPLICATION FOR PURCHASE/LEASE
CREDIT/BACKGROUND SCREENING AUTHORIZATION

UNIT DETAILS

PARCEL ADDRESS _____ Gervais Cir, Unit# _____ Naples, FL 34120

CURRENT OWNER INFORMATION

NAME _____ PHONE: _____ EMAIL _____

DO YOU HAVE A PROPERTY MANAGER – YES/NO (CIRCLE) if YES provide info below w/valid mgmt agreement.

CONTACT NAME _____ EMAIL _____ PHONE _____

OCCUPANCY

Rent or occupy unit _____ estimated closing date _____

APPLICANT 1/PERSONAL HISTORY

Applicant 1 full name _____ Social Security # _____

EMAIL ADDRESS _____ PHONE # _____

Date of Birth _____ State of Origin _____ Maiden Names/Aliases _____

List all Cities/States lived _____

Consent to email/Electronic Communication _____ YES/NO _____

Employer _____ Years at employer _____

Address _____ Phone Number _____

Position _____ Supervisors Name _____

APPLICANT 2/PERSONAL HISTORY

Applicant 2 full name _____ Social Security# _____

Date of Birth _____ State of Origin _____ Maiden Name/Aliases _____

List Cities/States you've ever lived _____

Consent to email/Electronic Communication _____ YES/NO _____

Employer _____ Years at employer _____

Address _____ Phone Number _____

Position _____ Supervisors Name _____

Occupancy/Tenant History:

Present Rent \$ _____ When Due _____ Lease _____ Expires _____

Reason for moving _____

Present Address _____ How Long _____

Present Landlord _____ email/phone _____

PARCEL OCCUPANCY

Number to Occupy Premises: Adults _____ Children (under 18) _____

LIST / NAMES/AGES _____

EMERGENCY CONTACT/REFERENCES

Emergency Contact/ Nearest Relative _____

Address _____

Contact # _____

PERSONAL REFERENCES:

(1) NAME _____ PHONE/EMAIL _____ RELATION _____

(2) NAME _____ PHONE/EMAIL _____ RELATION _____

CAPITAL CONTRIBUTION

Expected - Closing Date_____ I/WE understand that a Copy of Sales contract must be provided to VISTA I with the completed application. I/We understand that **\$3,500.00 CAPITAL CONTRIBUTION & \$150 transfer fee: MADE OUT via CERTIFIED CHECK to the Vista Commons at Heritage Bay Assn., Inc. MAIL TO: Unsworth, Marretta & Unsworth: 3960 Radio Rd Suite# 203, Naples, FL 34104** **INITIAL**_____. If the closing occurs without the fee being paid, owner will be billed for the Capital Contribution and due in full immediately and billed to the owner's ledger.

DOG/CAT PET RESTRICTIONS

~There is a Two household pet MAX – (i.e. one cat/one dog or two dogs). **INITIAL**_____
~**DOGS ARE NEVER TO BE LEFT OUTSIDE UNATTENDED or allow to roam unleashed.** **INITIAL**_____
~**Keeping a dog is a privilege and not a right.** Dogs deemed to be a nuisance are considered a threat, vicious, unleashed, a history of uncollected excrement may be required restriction/removal from the premises. **INITIAL**_____
TENANTS MAY HAVE ONE DOG OR ONE CAT. **INITIAL**_____

Any Litigation – such as: Evictions, suits, judgments, bankruptcies, foreclosures? If yes, give details

Date(s)_____

VEHICLES/PARKING RESTRICTIONS

(1) Vehicle/year_____ make_____ model_____ (2) Vehicle/year_____ make_____ model_____

COMMERCIAL VEHICLES are prohibited and can never be parked at any time in the lot **INITIAL**_____

*I have read the above application; that the information contained therein is true and correct. I understand that this application shall be incorporated in and become a part of the sale of the premises sought and **if incorrect or untrue shall be grounds for cancellation of the sales agreement or lease agreement, whichever is applicable.** I authorize a background investigation which includes a criminal screening and credit check to be made whereby information is obtained through interviews with my landlord (s), or others with whom acquainted. This inquiry may include information as to my character, general reputation, and personal character.*

APPLICANT 1- PRINT/SIGN NAME:_____ DATE:_____

APPLICANT 2 - PRINT/SIGN NAME:_____ DATE:_____

Vista I at Heritage Bay Condominium Assn., Inc. ESTOPPEL REQUESTS

EMAIL: manager@heritagebayvistas@gmail.com
ESTOPPEL FEE \$250, ADD \$100 EXPEDITED IF REQUESTED WITHIN 3 DAYS OF CLOSING
DELINQUENT ACCOUNTS ADD \$150.00 (\$300 max fee)

ASSESSMENTS OR FINANCIAL QUESTIONS MUST BE SENT TO:

Kevin A Marretta, CPA, CVA
Unsworth, Marretta & Unsworth, CPAs, LLC
3960 Radio Road Suite 203
Naples, FL 34104
Office - 239-649-8111
Email: kevin.marretta@umucpa.com

VISTA I AT HERITAGE BAY CONDOMINIUM ASSN, INC.

RULES AND REGULATIONS ADDENDUM

(Initial - all parties)

_____ I understand that the Vista at Heritage Bay is a deed restricted community and there are by-laws that govern the community. All residents must abide by these whether an owner, tenant, or guest. I further understand that I am responsible for the actions of any visitor or guests, which includes minor children. This includes conduct at entering and exiting the gate, conduct at or around the dumpster cribs, at or around the pool or pool enclosure. (Vista Commons, Amendment recorded 6.18.2014, Page 2-3, Article 3, Section 3.15.2)

_____ I understand that satellite dishes require prior approval and must NOT be installed on the Stucco or roof. Proper installation is allowed mounted on a post within the parcel footprint of the common element. (Vista 1 Dec., Page 27, Article 15.7)

_____ I understand that the parking lot is for residents only and occasional overnight guests. It is a permit only lot and vehicles are inventoried and subject to towing at the owner's expense if not registered with the association. I understand that my vehicle is to be free of leaks that if my vehicle leaks mechanical fluid on the pavement, it will become the owner's financial responsibility to cure it. I understand vehicle repairs outside of an emergency battery jump or flat tire are restricted. Vehicle washing is also prohibited at any time. (Vista I Dec, Page 8, Article 3, Section 3.6.2; Page 28, Article 15, Section 15.12.1-15.12.3)

_____ I understand screened lanais are for patio items only. NO dogs, cats, reptiles, fish, birds, storage boxes, indoor furniture, bottles, trash, or grills. Drying clothing or towels not permitted on the outside of any unit, doorway/lanai and storing gas cans, garbage cans or other items must not be visible on the lanai or in the entryway or on the property. Owners must maintain landscaped areas outside of ordinary maintenance and keep doors, entryways, and lanais clean, tidy, and free of refuse always. (Vista I Dec; Page 28, Article 15, Section 15.10; Collier County Ordinance Section 54-179-54-185)

_____ I understand that personalizing the front entryway is permitted under Architectural powers set forth, including: one decorative pot with a tasteful live or synthetic foliage w/drip tray not exceeding a 15" diameter, a shepherd's hook on the exterior pillar with a live plant. Satellite dishes are not to be affixed to the building or roof but mounted on a pole within the plant bed. (Vista 1 Dec, Page 27, Article 15, Section 15.7)

_____ I understand that the pool is a common area for everyone to enjoy and restricts smoking, eating, drinking alcohol, grills, coolers within 25 feet of the pool enclosure. Owners are personally responsible for the actions or damages of any guest or visitor that I invite there including patio furniture. Dogs or pets of any kind are not allowed within 25 feet of the pool enclosure. When the pool is locked entering the area is restricted. Pool hours are from dawn to dusk. (Vista Commons, Dec. Amend recorded 6.18.2014, Article 3, Section 3.16-3.16.1)

_____ I understand that 2-pet maximum. Pets are not to be left outside unattended, leashed in yards, porches, or lanai. Keeping a dog is a privilege not a right. Dogs deemed a nuisance if vicious, unleashed, or the owner has a history of uncollected excrement. If the opinion of the Association is that any pet becomes an unreasonable annoyance to others, or the owner fails or refuses to comply with these restrictions, the owner, upon written notice, may be required to remove the pet from the Townhome. Service animals are not considered pets. (Vista 1 Dec, Page 29, Article 15, Section 15.13; Vista Commons Dec. Amend recorded 6.18.2014 Page 1, Article 3, Section 3.3)

_____ I understand that the lake within the community prohibits swimming, tubing, boating, or wading. I further understand alligators are in the lake and on the lake bank and it is a violation of federal law to feed them. (Florida Statutes Section 1, 372.667)

_____ I understand refuse at dumpster cribs require disposal inside the dumpster, which I'm responsible for visiting another dumpster if at capacity. Bulk items are NOT to be left at anytime at any dumpster, dumping of any kind will result in clean up fees being charged back to the unit. **There is a ZERO TOLERANCE for DUMPING. If the unit dumping is tenant occupied, the lease will not be renewed.**

_____ I understand landscaping restricts alteration by the unit owner. Mulch added outside of the annual maintenance rotation require replacement with exact material/color at owner expense. Removing trees, palms or shrubs are prohibited, which an owner will be charged back to restore. Vista 1 unit exterior are owned tenants in common with the association responsible for the expense of landscape enhancements from time to time. (Vista 1 Dec. Page 27, Article 15, Section 15.7)

_____ I understand that if I am a tenant, subleasing is not allowed and **occupants not on the lease cannot live in the unit**. Should the occupancy of my unit change it will require that person a background/credit/tenant screening for any person over the age of 18 with a full application fee processed through Tenant Evaluations. Leases must be no less than 30 days, or one month/owners are responsible for the conduct of tenants or guests. **Violations related to aesthetic control, nuisance behavior or unapproved occupants can result in lease non-renewal.** (Vista 1 Dec. Page 28, Article 15, Section 15.9; Vista Commons Dec Amend recorded 6.18.2014, Page 2-4, Article 3, Section 3.15-3.15.6)

_____ I understand owners, guests, including children are never touch or go near fire safety equipment, no horseplay in parking lot in landscape beds and in or around dumpsters enclosures. **I understand that children 12 and under MUST be accompanied by an adult over the age of 18 before going into the pool and pool enclosure and violations can lead to periodic suspension of pool privileges.** (Vista Commons Dec. Amend recorded 6.18.2014, Page 4, Article 3, Section 3.16.1)

SIGNED _____ PRINT NAME _____ DATE _____

SIGNED _____ PRINT NAME _____ DATE _____

ADDRESS _____ Gervais Circle - Unit # _____ NAPLES, FL 34120

OWNER OCCUPANT – YES/NO- **TENANT** – YES/NO

OWNER SIGNATURE _____ **PRINT NAME** _____ **DATE** _____

Vista I at Heritage Bay Condominium Assn, Inc.

Gate Decal and Pool Fob

SALE/LEASE

ADDRESS _____ GERVAIS CIR, UNIT # _____ Naples, FL 34120.

CURRENT OWNER:

Owner TEL _____ Owner Email _____

PROPERTY MANAGER _____ Tel _____

EMAIL _____

APPLICANTS NAME _____ CELL _____

EMAIL _____

LEASE DATES:

VEHICLE #1 MAKE	MODEL	YEAR	COLOR	PLATE #/STATE	.
_____	_____	_____	_____	_____	_____
VEHICLE#2 MAKE	MODEL	YEAR	COLOR	PLATE #/STATE	.
_____	_____	_____	_____	_____	_____

_____ I understand that parking on streets are prohibited and limited to designated areas only. Pool parking is for owner/guest use while visiting amenity campus.

_____ I understand that parking on grass and lawns is prohibited, parking outside of an assigned parking or guest space is prohibited.

_____ I understand that tenant (s) renting a home in the Vista I that **access barcodes will cease to be valid on the date of the lease expiration.** It is an owner responsibility to contact the Vista I at Heritage Bay Condominium Assn, Inc. within 20 days in advance of the lease expiration to obtain approval to lease renewal and ensure approval,

_____ I understand that before being issued a barcode for any vehicle will require providing a copy of the car registration of the vehicle and the driver's license will be required prior to issuance. Photo ID's must match the name on the car registration. Rental cars require lease agreement to be supplied to the association.

I certify that I have read the above parking restrictions agree to abide by the rule and regulations set forth. I also understand that my vehicle is subject to being towed if parked in any undesignated area. Fines or damages will become the responsibility of the owner and billed to the parcel. I understand that any damage to my vehicle while parked with in the Vista Community is my own responsibility and Vista I at Heritage Bay Condominium Association, Inc. be held harmless.

Vehicle Owner – PRINT NAME _____

Signature: _____ DATE _____

ACCESS EXPENSE ONCE APPLICATION IS APPROVED

KEY FOBS FOR POOL: \$25 each (2 max)

GATE ACCESS DECALS: \$25 each (2 max)

SALES INCLUDES 1 FOB/2 DECALS

GUEST PARKING PASS: \$25 each - first issue, \$100 for replacement

~CHECKS OR MONEY ORDERS (NO CASH) FOR ACCESS EXPENSES TO BE MADE OUT TO ~
VISTA AT HERITAGE BAY COMMONS ASSOCIATION., INC.

Vista I at Heritage Bay Condominium Assn, Inc.
DISCLOSURE/RELEASE BACKGROUND CHECK

APPLICANT 1

PRINT FULL NAME	SOCIAL SEC. #	
PRINT ALL OTHER NAMES USED	DATE OF BIRTH	
STREET ADDRESS		
CITY, STATE AND ZIP		
Driver's License #	Exp. Date	State Issued

I hereby give consent for an investigation producing a consumer report to be prepared for tenant/sale screening purposes. This which may include information obtained through Law Enforcement Agencies, State Agencies, as well as Public Record: including credit reports, social security data, criminal history, motor vehicle records as allowed by law.

With understanding, this authorization shall remain on file, which shall serve as a continuing authorization for Tenant Evaluations, and/or Vista I to procure consumer reports and/or investigative consumer reports for the above purpose, at any time during your tenancy or residency. I further understand that my background screening may be shared with parties such as the landlord-owner, Association(s), and/or designated agents of the Vista I of which, I give consent.

My signature certifies I have read and agree with the above statements, as well as acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" access a copy at <https://www.consumerfinance.gov/learnmore/>

SIGNATURE

DATE

Vista I at Heritage Bay Condominium Assn, Inc.
DISCLOSURE/RELEASE BACKGROUND CHECK

APPLICANT 2

PRINT FULL NAME	SOCIAL SEC. #	
PRINT ALL OTHER NAMES USED	DATE OF BIRTH	
STREET ADDRESS		
CITY, STATE AND ZIP		
Driver's License #	Exp. Date	State Issued

I hereby give consent for an investigation producing a consumer report to be prepared for tenant/sale screening purposes. This which may include information obtained through Law Enforcement Agencies, State Agencies, as well as Public Record: including credit reports, social security data, criminal history, motor vehicle records as allowed by law.

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My signature certifies I have read and agree with the above statements, as well as acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" access a copy at <https://www.consumerfinance.gov/learnmore/>

SIGNATURE

DATE