GROSVENOR
OF PELICAN BAY

6001 Pelican Bay Blvd # 200
Naples, FL 34108

LEASING AGENT: RETURN ALL COMPLETED FORMS TO:
support@grosvenorofpelicanbay.org

Lease Applicant:

Thank you for your interest in obtaining lease approval at Grosvenor of Pelican Bay. To proceed, you will need to provide personal information for all adults in the application, which will be used by the Grosvenor Board of Directors for the application approval process. **All documents should be emailed by the Leasing Agent.** No paperwork should come through the lessee.

The following documents (along with THIS page) should be sent ***all together in their entirety*** for approval. Do not turn in a partial packet. Please check off the boxes so you make sure to send all required at one time.

- ☐ Grosvenor Application (4-page packet – Return all 4 pages w/ checklist)
- ☐ Fully Executed Lease Agreement
- ☐ Pelican Bay Lease Application
- ☐ 4 Reference **Letters (2 Banking and 2 Personal - REQUIRED)**
- ☐ Background Check Form (not needed if repeat rental in the last year)
- ☐ Background Check Fee ($65 per person)
- ☐ $150 Application Fee
- ☐ Make 2 checks payable to: **Grosvenor of Pelican Bay (DO NOT STAPLE)**

All reference letters should be emailed directly to the leasing agent, not to the lessee applicant.

All background checks are provided by Applicant Information. Applicants will be contacted by them via email with directions on how to submit personal data electronically. Grosvenor will receive a credit report, criminal history, and verification of current residence for each applicant. This is in addition to the information provided to us in the application.

Once the ***completed*** application packet is received, it will be reviewed by the Board of Directors. According to the *Grosvenor Governing Documents,* the Board has 20 days to process the lease application.

If we can be of service, feel free to let us know.

Sincerely,

Grosvenor of Pelican Bay Management

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LEASE APPLICATION FOR APPROVAL

Unit #: _____ New Lease: _____ Renewal: _____ (if you have rented this unit before)

Unit Owner(s):: _____

Applicant Name(s): _____

Applicant Mailing Address: _____

Preferred Phone: _____ Cell: _____ Landline: _____ First Name: _____

Preferred Phone: _____ Cell: _____ Landline: _____ First Name: _____

Email Address: _____ Email Address: _____

Occupation/Profession: _____

Spouse Occupation/Profession: _____

Children's Name(s): _____ Age(s): ____ , _____ , _____

Lease Date: From _____ to _____

☐ I have received, read and will comply with all The Grosvenor Rules and Regulations
☐ I will comply with the Condominium Documents and *Rules and Regulations for Unit Owners.*
☐ Once the lease begins, I understand that I must come to the front desk during office hours to introduce myself and those that will be staying in the unit with me - family, caregiver(s), etc.

Print Name: _____ Date: _____

Signature(s): _____ and _____

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LEASE APPLICATION FOR APPROVAL

Lessee # 1 Name: _____ Preferred Phone: _____
Mailing Address: _____
Email Address: _____

Lessee # 2 Name: _____ Preferred Phone: _____
Mailing Address _____
Email Address: _____

BANKING REFERENCES *(A reference letter is required to be attached from each listed below)*

Name: _____ Phone: _____
Address: _____
Contact: _____

Name: _____ Phone: _____
Address: _____
Contact: _____

PERSONAL REFERENCES *(A reference letter is required to be attached from each listed below)*

Name: _____ Phone: _____
Address: _____
Contact: _____

Name: _____ Phone: _____
Address: _____
Contact: _____

We hearby agree that if we are approved as Lessees pursuant to this application, we will abide by and be subject to the Rules and Regulations of the Grosvenor of Pelican Bay Condominium Association.

Signature of Lessee(s): _____ Date: _____
Signature of Lessee(s): _____ Date: _____

A $150 processing fee is required with each application.

Make check payable to: Grosvenor Condominium Association

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CONDOMINIUM ASSOCIATION APPROVAL TO LEASE

PRINT CLEARLY

Unit for Lease # _____

Unit Owner's Name: _____

Lease Period: From: _____ To: _____

Lessee Name # 1: _____

Lessee # 1 Email Address (Print clearly): _____

Lessee # 2 Name: _____

Lessee # 2 Email Address (Print clearly): _____

BOARD / MANAGEMENT DECISION

Lease Approved? Yes: _____ No: _____ Contingent on Comments Below: _____

Additional Comments:

_____

_____

_____

Association President/Board Member: _____ Date: _____

Community Association Manager: _____ Date: _____