

Club Raphael at Pelican Bay Condominium Association, Inc.
7117 Pelican Bay Boulevard
Naples, Florida 34108

Application for Approval to Purchase or Lease a Condominium Unit

To: Board of Directors of Club Raphael

I hereby apply for approval to:

() purchase Unit No. _____ and for membership in the Association.

() lease Unit No. _____ from _____ to _____.

Instructions:

This application must be submitted to the Association's Manager and must be supported with full documentation, including a signed copy of the purchase or lease agreement, and a non-refundable application fee in the amount of **\$100.00, payable to Club Raphael at Pelican Bay Condominium Association, Inc.** Two personal letters of reference must also accompany this application. Since most purchases require an estoppel, there will be an **additional estoppel preparation fee of \$50.00.** Approval or denial will be issued within 10 days from the date of receipt of the application. **The Application Approval can be revoked at any time if the unit owner's account is delinquent.**

Full Name of Applicant _____ Age ____ Soc. Sec. # _____

Full Name of Spouse _____ Age ____ Soc. Sec. # _____

Home Address _____ City/State _____ Zip _____

Telephone (home) _____ Telephone (business) _____

Cell Phone _____ Email address _____

Nature of business or profession (if retired, former occupation) _____

All units of the Association are designated as single family residences only. Please state name, relationship and age of all other persons who may be occupying the unit regularly.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Two personal letters of reference are to be attached to this application:

1. Name _____ Address _____
City/State _____ Zip _____ Telephone _____
2. Name _____ Address _____
City/State _____ Zip _____ Telephone _____

Two credit references, preferably local, are required:

1. Name _____ Address _____
City/State _____ Telephone _____
2. Name _____ Address _____
City/State _____ Telephone _____

For purchasers only – please identify mortgagees, if any _____

Address _____ City/State _____ Zip _____

() reside here full time () reside here part time () lease unit to others

For lessees only – current or most recent landlord, if applicable:

Name _____ Address _____

City/State _____ Zip _____ Telephone _____

Duration of rental _____

Person to be notified in case of an emergency:

Name _____ Address _____

City/State _____ Zip _____ Telephone _____

Parking space assignment for this unit is _____

Automobiles to be parked on the premises:

Make _____ Year _____ Registration # _____ State _____

Make _____ Year _____ Registration # _____ State _____

Mailing address for notices regarding this application if *different* from the home address given above:

Name _____ Address _____

City/State _____ Zip _____ Telephone _____

Realtor Information:

Name _____ Firm Name _____

Address _____ Phone # _____

Title or Attorney Information:

Name _____ Firm Name _____

Address _____ Phone # _____

Applicant's Affidavit

I am familiar with and agree to abide by the Association's Declaration of Condominium, Bylaws and published Rules and Regulations. I understand and agree that the Association, in the event a lease, if approved, is authorized as the owner's agent with full authority and power to take whatever action may be necessary, including eviction, to prevent violation by lessees and their guests of the provisions contained in the above documents. I represent that the information stated is factual and correct and I agree that any misrepresentation in this application will justify its disapproval. I consent to any further inquiry concerning this application and the references given. If this application is for a unit purchase, I agree to be available for an interview with the designated representatives of the Association.

Signatures:

Applicant _____ Co-applicant _____

Date _____

For unit purchasers only:

Interviewed by _____ Date _____

This application is: Approved Not Approved

Club Raphael at Pelican Bay Association, Inc.

By _____ Title _____ Date _____

Checklist: _____ Application fee received on _____ Ck # _____
 _____ 2 Letters of Reference
 _____ Lease Application/Purchase Agreement

Things You Should Know about Living at St. Raphael

- 1. Condominium and Master Association Assessments and what they include and do not include** - The Assessments for 2014 for the Tower units is \$3,975.00 quarterly and the Villas and Garden Units is \$4,791.00 quarterly. Every unit pays an equal portion of 1/178th of the total assessments. The Villas and Garden Units pay more because this includes their pool and yard maintenance in addition to the fees paid by the tower owners. The fee you pay quarterly includes the expenses of the common elements (i.e. landscaping around the community, tennis court maintenance, fitness room, main pool and spa, tower elevator maintenance, air conditioning of halls and lobby etc), staffing, association insurance coverage, water/sewer, trash removal etc. It **does not** include unit electricity (separately metered), unit insurance, unit condenser or air handler for your air conditioning/heat source, appliance repairs, Villa Elevators within the Villa Units, Villa Garages and their maintenance, any unit repairs, etc.
- 2. Assessment Due Dates** - Assessments are due each quarter on January 1, April 1, July 1 and October 1. Late fees are assessed after the 10th at 5% of the amount due.
- 3. Pelican Bay Foundation Dues** - The assessment for 2014 is \$1,664.00. This master association assessment is due annually on January 1. It includes all upkeep of the master association, a bulk cable contract at St. Raphael for basic cable service through Comcast Cable and Pelican Bay amenities. Normally, St. Raphael pays the entire fee to Pelican Bay Foundation annually and then bills each of our owners for reimbursement.
- 4. Condominium Documents and Rules and Regulations** - Please ask your real estate agent or call our office for copies of these documents. These are very important to read so that you are aware of any restrictions at our community. We offer the documents for our cost to copy them -- \$30 a set. We offer the rules and regulations at no charge. Most questions we receive about our rules are about the following issues:
Pet Restrictions- 2 small domesticated animals not to exceed 20 pounds each. Per our documents, **no pets are allowed at anytime for Lessees and Guests.**
Pool and Spa Rules- Dawn to dusk swimming.
Lobby Attire- Proper attire is required in the main lobby at all times. Flip flops and swimwear are not acceptable. The entrance to the pool/spa area is through the elevator to the garage entrances.
- 5. Deliveries** – All deliveries must be scheduled through the management office. Since there is no dedicated delivery elevator, one of the passenger elevators in your tower must be protected by temporary installation of custom pads prior to your delivery. Only one delivery can be scheduled per tower at one time. Deliveries are accepted Monday through Friday from 8AM to 4 PM. There are no Saturday or Sunday deliveries.
- 6. Contractors** - You may find the need to have contracted work completed in your home. All contractors must provide proof of liability and worker's compensation insurance before performing any work on the property including in your unit. All contractors must check in at the front desk. Contractors are allowed in the building

Monday through Friday, 8AM to 4:30 PM. No work may be performed evenings or weekends.

7. **Leasing of Units** - Units may be leased with a minimum of 30 day rentals and a maximum of 3 rentals per calendar year. All leases and sales must be approved through the management office.
8. **Office and Emergency Contact Information** - Our office is open from 8AM until 5 PM Monday through Friday, 10AM to 4PM on Saturday. During season (Thanksgiving to Easter) we also offer Sunday hours of 10AM to 4PM. The office phone is 239-593-9611; office fax is 239-597-3684. For after hours emergencies (lockouts, flood and water damage) call the gatehouse at 239-597-2958 or if you do not reach anyone call our emergency answering service 239-649-3006. For other safety and life threatening emergencies call 911 (fire, personal injury etc).
9. **Open House Hours** - Open houses may be held from 12 noon to 5PM Saturday and Sunday only. Realtors or owners holding their open houses should contact the office during business hours to discuss the full set of rules and regulations on Open Houses.
10. **Parking** - The parking of your vehicle(s) within the covered garage parking area is restricted to the parking space(s) assigned with your unit. Additional parking is available on a first come first serve basis around the perimeter of the exterior of the building. No pick-up trucks are allowed within the covered garage parking area. Be sure to inquire with the seller as to which specific parking spaces are being sold with the unit.
11. **Keys and Gate Openers** - These items should be provided by the seller to the buyer. If you desire more keys or gate openers, they may be purchased at the office for a fee. You should ask your agent about keys to the unit, common door keys (all building common doors and gates are keyed) and gate/garage openers.

By signing below, I signify that I have read and been given a copy of this form, "Things You Should Know About Living at St. Raphael". I understand that this is not a full and complete set of Condominium Documents and Rules and Regulations. I understand that I should obtain and read the Condominium Documents and Rules and Regulations for a full understanding of all of the restrictions at this community.

Signature

Date

Printed Name

Signature

Date

Printed Name