

# Resort Management Guide to Completing Sale or Lease Applications

This application is to be completed by the owner(s) and lessee(s). If utilizing a real-estate/rental agent, the unit owners are still required to sign application, or provide a signed Power of Attorney authorizing agent to sign on owners' behalf. All parties MUST sign the application. There are no exceptions to this requirement.

Applications will be returned and processing delayed if missing any signatures.

This application must be submitted to the real estate coordinator for Resort Management and supported with a copy of the executed purchase or lease agreement signed by all parties; along with the non-refundable processing fees.

## General Requirements/Information

Units may not be leased for a period of less than thirty (30) consecutive days or more often than six (6) times per year. Additionally, all Association units are designated as single-family residences only, and must be leased and / or utilized as such. All annual rental renewals must be submitted no less than 20 days in advance of the lease renewal date for the Association's review and approval.

## Application Processing

Application processing times vary, but can take up to 20 days to obtain approval once your completed application is received. A completed application includes ALL information filled out, ALL application fees received and sale contract/ lease agreement.

## Mandatory Requirements

The omission of the information requested on application will result in your application being rejected and returned to you. This will delay the processing of your application and may result in the processing time extending beyond your closing/lease start date.

**DO NOT LEAVE ANY FIELDS BLANK. IF NOT APPLICABLE, ENTER "N/A"**

### For Sales ONLY:

- Application with all fields filled out. If not applicable enter N/A.
- A copy of the purchase agreement signed by all relevant parties.
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Resort Management
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Altessa Village at Vasari Condominium.
- A seventy-five dollar (\$75.00) Certificate of Approval fee made payable to Resort Management.
- At least one phone number at which the applicant may be reached.
- Applicants' current address.
- Names and relationship of ANY/ALL persons who will be staying in the unit on a regular basis. If none, enter "NONE". DO NOT LEAVE THIS FIELD BLANK.
- Make, model, year, AND tag number of all vehicles that will enter upon the association property.
- If using a rental car, this field **MUST** be filled in with the word "Rental". DO NOT LEAVE THIS FIELD BLANK.
- Note all locations where a signature is required and sign accordingly.

### For Leases ONLY:

- Application with all fields filled out. If not applicable enter N/A.
- A copy of the lease agreement signed by all relevant parties.
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Resort Management
- A seventy-five dollar (\$75.00) non-refundable processing fee made payable to Altessa Village at Vasari Condominium.
- At least one phone number at which the applicant may be reached.
- Applicants' current address.
- Names and relationship of ANY/ALL persons who will be staying in the unit on a regular basis. If none, enter "NONE". DO NOT LEAVE THIS FIELD BLANK.
- Make, model, year, AND tag number of all vehicles that will enter upon the association property.
- If using a rental car, this field **MUST** be filled in with the word "Rental". DO NOT LEAVE THIS FIELD BLANK.
- Note all locations where a signature is required and sign accordingly.

### For Yearly Renewals ONLY:

- Submitted no less than 20 days in advance.
- Application with all fields filled out. If not applicable enter N/A. New application required yearly to ensure we have up to date information
- A copy of the lease agreement signed by all relevant parties.

**ALTESSA VILLAGE AT VASARI CONDOMINIUM  
ASSOCIATION, INC.**

**ALTESSA VILLAGE I, II, III Lease/Purchase Application**

C/O Resort Management

2685 Horseshoe Dr. S, Suite 215, Naples, FL 34104

Ph:239-649-5526 Email: lwinebrenner@resortgroupinc.com

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NOTE: This form must be submitted to the Management Company at **least twenty (20) days prior** to occupancy to allow for processing time. Approval must be received prior to occupancy. Please submit a copy of the **signed sales contract or lease** and the non-refundable application fee of **\$75.00 to Resort Management** and **\$75.00 to Altessa Village at Vasari Condominium Association**, along with the application to Resort Management.

1. Please attach a copy of the signed lease/sales contract to this application.
2. Please attach a non-refundable processing fee of **\$75.00 payable to Resort Management** and **\$75.00 payable to Altessa Village at Vasari Condominium Association, Inc.** to this application.
3. For all **SALES** a **\$75.00 Certificate of Approval fee is required, payable to Resort Management.** **No new tenants or owners may move into Altessa Village at Vasari Condominiums without prior approval of the Board of Directors, and no lease will be for less than a 30 day period.**

If Sale Closing Date: \_\_\_\_\_ If Lease Dates of Term: \_\_\_\_\_ to \_\_\_\_\_

Unit Address: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PERSONAL INFORMATION**

Lessee(s)/Buyer(s) Names: \_\_\_\_\_

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**VEHICLE INFORMATION**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag: \_\_\_\_\_

**WILL ANYONE OTHER THAN THOSE LISTED ABOVE OCCUPY THIS UNIT?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If yes whom: \_\_\_\_\_

**Rentals Only-Pets I understand NO Pets will be allowed in Altessa Must Initial \_\_\_\_\_ / \_\_\_\_\_**

**RESIDENTIAL HISTORY**

Present Address: \_\_\_\_\_

How Long? \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**REFERENCES**

Please list 2 references – list names, address, and phone numbers:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Please read the following and sign this application:**

I have received and read a copy of the Altessa Village at Vasari Condominium Association’s Rules and Regulations and Use Restrictions along with this application. I understand these Rules and Regulations and Use Restrictions and agree to abide by them as long as I reside at Altessa Village at Vasari Condominiums. If leasing, I understand that failure to do so could be cause for eviction.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner’s Signature: \_\_\_\_\_

or Licensed Real Estate Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you agree to opt-in for association e-mails? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, E-mail Address: \_\_\_\_\_

\_\_\_\_\_

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**Approvals**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

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Board Member

Date

If application is denied, give reason: \_\_\_\_\_

\_\_\_\_\_

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