

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.



## PLEASE SEND ONE-SIDED DOCUMENTS ONLY.

Before submitting your Lease Application for processing you **MUST** have the following attached:

- Completed Application – **EVERYTHING** must be filled out in order to process. Enter N/A where applicable. All pages must be returned to Paramount Property Management.
- A non-refundable \$100.00 check made payable to: **PARAMONT PROPERTY MANAGEMENT**. Mail to: 5629 Strand Blvd. #412, Naples FL 34110.  
Lease Contract (A readable signed copy.)
- Two (2) WRITTEN letters of reference or complete the attached Character Reference Form. (Lease agents, relatives, employers, or bankers are not acceptable.)
- A non-refundable \$50.00 is required for each person over 18 years of age. Check made payable to: **Paramont Property Management**.  
Note: International background check fee will vary according to Country. A copy of Passport Page with Passport # is required.

**\*\*\*\*\*NEW OWNERS: UNIT MAY NOT BE LEASED FOR THE 1ST 18 MONTHS AFTER CLOSING\*\*\*\*\***

**DO NOT submit partial packages.** Applications are not processed until all documentation is submitted..

Applications *must be submitted a minimum of 20 days prior to Lease move-in date.*

If you have any questions, please feel free to contact us at 239-734-3200. You may drop off your application at the Paramount Property Management Office Monday – Friday 9:00A to 4:00P.

**We cannot accept faxed or emailed applications. Incomplete applications will not be processed.**

Applicant's Signature	E-mail	Date	
Spouse Signature	E-mail	Date	
Listing Agent	Phone	E-mail	Date

**Owner OR Listing Agent MUST sign on Page 4 of 9.**

***This form needs to be signed and submitted with complete application package .***

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

## APPLICATION FOR APPROVAL OF LEASE

**\*\*NEW OWNERS: UNIT MAY NOT BE LEASED FOR THE 1ST 18 MONTHS AFTER CLOSING\*\***

TO: Board of Directors of The Cove Homeowners Association of Naples, Inc.

I (We) hereby apply for approval to lease \_\_\_\_\_ Cove Circle, Naples, FL 34119 in The Cove. A copy of the lease contract is attached.

Lease Date from: \_\_\_\_\_ To: \_\_\_\_\_

In order to facilitate consideration of this application, I (we) represent that the following information is factual and correct and I agree that any falsification, misrepresentation, or incomplete information in this application will justify its automatic rejection. I (We) consent to your further inquiry concerning this application, particularly of the references given below.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

1. Full Legal Name of the Applicant: \_\_\_\_\_  
Cell #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ US Citizen (Yes/No): \_\_\_\_\_  
Nature of Business or Profession: \_\_\_\_\_  
If Retired, Former Business or Profession: \_\_\_\_\_  
Company or Firm Name: \_\_\_\_\_  
Employee I.D. Number (if applicable): \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Business Address: \_\_\_\_\_
2. Full Legal Name of Co-Applicant (if any): \_\_\_\_\_  
Cell #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ US Citizen (Yes/No): \_\_\_\_\_  
Nature of Business or Profession: \_\_\_\_\_  
If Retired, Former Business or Profession: \_\_\_\_\_  
Company or Firm Name: \_\_\_\_\_  
Employee I.D. Number (if applicable): \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Business Address: \_\_\_\_\_
3. Home Address: \_\_\_\_\_  
Street Address City State
4. Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

5. The Association Documents of The Cove Homeowners Association of Naples, Inc. restricts units to be used as single-family residence only. Please state the name and relationship of all other persons, other than the applicant(s), who will be occupying the unit regularly.

Name	Relationship	Age	<u>D.O.B</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Three Personal References (Local If Possible):

a. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

b. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

c. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

7. Bank Reference:

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

8. Have you ever been convicted of a felony or crime involving violence to persons or property? \_\_\_\_\_  
If yes, give full details: \_\_\_\_\_  
\_\_\_\_\_

9. Person to be notified in case of an emergency:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

10. Motor vehicles to be kept at The Cove:

Make & Model	Year	Color	Tag #	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**NOTE:** According to The Cove Declaration, trucks are not permitted in The Cove unless parked in the garage. The truck must be parked in the garage at all times. The truck will be towed and/or the owner will be fined \$100.00 each time the truck is not parked in the garage.

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

## INFORMATION REGARDING NEW OCCUPANTS

In accordance with the Declaration of Covenants, Conditions and Restrictions for the Cove, the Articles of Incorporation, and the Bylaws of the Association, and any and all properly promulgated rules and regulations the applicant(s) represents that the following information is true and correct and consents to further investigation (CRIMINAL BACKGROUND CHECK) concerning this information that may be necessary for approval of this request. Please note that a criminal background check must be done for all adults occupying unit.

NAME (PRINT) \_\_\_\_\_ Date of Birth \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ Date of Birth \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ Date of Birth \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ Date of Birth \_\_\_\_\_

List all children (under 18) residing with you:

NAME \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

NAME \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

NAME \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

SIGNATURE OF OCCUPANTS(S)

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

The prospective tenant(s) will be advised by the Association office within a thirty (30) day period from the date of receipt of the application and all information and appearances requested, of whether this application has been approved.

Further, according to The Cove Declaration of documents, a lease is for no less than 4 months and with a 12-month expiration with no extension and no month-to-month. A Renewal Application and a NEW lease MUST be executed if the tenant(s) wish to continue to lease the unit.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

Dated: \_\_\_\_\_

\_\_\_\_\_  
Owner OR Listing Agent

\_\_\_\_\_  
Print Name

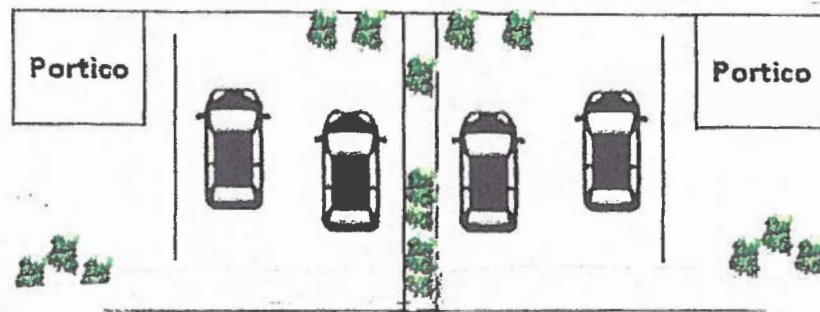
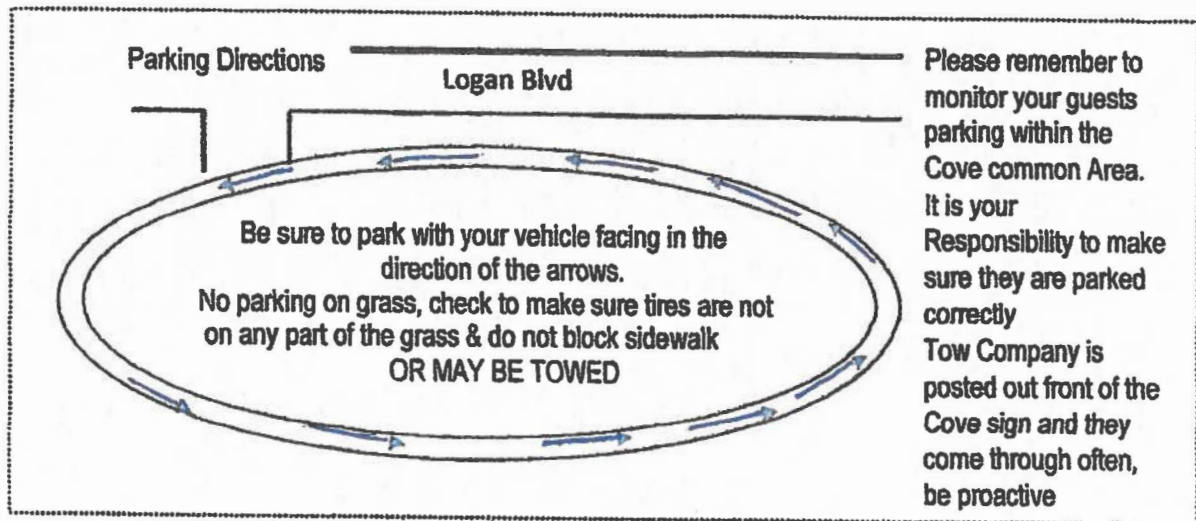
.....  
☐ Application Approved

☐ Application Denied

Date: \_\_\_\_\_ By: \_\_\_\_\_

**THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.**

**PARKING REGULATIONS**



Please make sure sidewalk/walkway is clear



Trucks and vehicles with lettering must be garaged. Cars Must follow directions of traffic for parking.



**Acknowledgment of Understanding and adherence to parking regulations:**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

## PET RESTRICTIONS

The following excerpt is from the Declaration of Covenants, Conditions, and Restrictions for the Cove:

1. **Animals and Pets.** No animals shall be raised, bred or kept in any Unit, except that dogs, cats, or other household pets may be kept in the Unit, provided they are not kept, bred or maintained for any commercial purpose, or in numbers deemed unreasonable by the Board. Notwithstanding the foregoing, no animal may be kept in the Unit, which in the judgement of the Board results in a nuisance or is obnoxious to the residents in the vicinity. No Owner shall be permitted to maintain in his or her Unit a bull terrier (pit bull) or any dog or dogs of mean or of violent temperament or otherwise evidencing such temperament. Pets shall not be permitted in any of the Common Areas unless under leash. Each pet owner shall be required to clean up after his or her pet. Each Owner by acquiring a Unit agrees to indemnify the Association, and hold it harmless against any loss or liability resulting from his or her, his or her family member's, or his or her lessee's ownership of a pet. If a dog or any other animal becomes obnoxious to other Unit Owners by barking or otherwise, the Owner shall remedy the problem, or upon written notice from the Association, he or she will be required to dispose of the pet.

- Owners of pets are required to provide proof of licensure with Collier County and vaccination records.

**Please complete the following information if you have a pet.**

**Number of Pets** \_\_\_\_\_

**Type of Pet** \_\_\_\_\_ **Breed** \_\_\_\_\_ **Weight** \_\_\_\_\_

**Type of Pet** \_\_\_\_\_ **Breed** \_\_\_\_\_ **Weight** \_\_\_\_\_

By signing below, the applicant acknowledges the restrictions on pets and the understanding of the law as dictated by Collier County, FL, which is on the next page:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

The following was obtained from the Collier County government website:

## LAWS FOR PET OWNERS

### License and Vaccinate Your Pet

- Dogs, cats and ferrets over four months old must have a current rabies vaccination.
- Dogs and cats over four months old must have a valid annual County license.
- The license must be affixed to the collar or harness unless the animal is confined.

### Proper Animal Care

- Pets and livestock must be provided with adequate shelter, a sufficient quantity of good and wholesome food and water, exercise, and fresh air.
- Pets may not be confined in an unattended motor vehicle under conditions or for lengths of time that may endanger the health and/or physical well-being of the animal.

### Be a Good Neighbor

- Pets must be confined to the owner's property or walked on a leash.
- Pets may not run at large.
- Pets may not chase, run after, or jump at vehicles or bicycles using the right-of-way; and may not snap, growl, snarl, jump upon, or threaten persons using the right-of-way.
- Pet feces must be immediately removed and properly disposed of.
- Pets may not create a sanitary nuisance on public or private property.
- Pets may not make noise that is offensive and of such a continuous duration of time that it creates a nuisance.

### For the Dog Owner

- Any enclosure used as a primary means of confinement for a dog must meet the size and structural integrity requirements defined in the Animal Control Ordinance.
- A dog may not be tethered outdoors, except when in visual range of a responsible party located outside with the dog. Additional specific conditions as defined in the Animal Control Ordinance must also be met.
- Owners must confine a female dog in heat so that she cannot be bred, unless the breeding is specific and intentional.

**Failure to comply with any of these regulations could result in a fine up to \$500.**

**Standards of Care Chapter 14, Article IV**

## ARTICLE II. ANIMAL CONTROL

Please Initial \_\_\_\_\_

Please Initial \_\_\_\_\_

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

OR: 2473 PG: 3338

## RULES AND REGULATIONS

### FOR

### THE COVE

The definitions contained in the Declaration of Covenants, Conditions, and Restrictions for The Cove are incorporated herein as part of these Rules and Regulations.

1. The owners and lessees of each Lot shall abide by each and every term and provision of the Declaration of Covenants, Conditions, and Restrictions for The Cove, and each and every term and provision of the Articles of Incorporation, and By-Laws of the Association.

2. No bicycles, tricycles, scooters, baby strollers or other similar vehicles or toys shall be allowed to remain in the Common Areas. The walkways, bridges, sidewalks, and streets shall not be obstructed.

3. Any damage to the Common Areas, property, or equipment of the Association caused by any Owner, his family member, guest, invitee or lessee shall be repaired or replaced at the expense of such Owner.

4. An Owner will not park or position his vehicle so as to prevent access to another Lot. The Owners, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed for the safety and welfare of all Owners.

5. No Owner shall do or permit any assembling or disassembling of motor vehicles except within his garage. Each Lot Owner shall be required to clean his driveway of any oil or other fluid discharged by his motor vehicle.

6. Except as may be permitted in accordance with the Declaration, no transmitting or receiving aerial or antennashall be attached to or hung from any part of a Lot or the Common Areas.

7. All garbage and refuse from the Lots shall be deposited with care in each Owner's private garbage containers, which shall be placed so they are not visible from the Roads or from adjoining Units. No garbage or refuse shall be deposited in any Common Area for any reason, except on the correct days of the week for pickup and removal. No littering shall be done or permitted on the Association Property.

8. No commercial vehicle, recreational vehicle (including, without limitation, all terrain vehicles), camper, trailer, boat, motorcycle, van, bus, truck, or similar vehicle shall park or be parked at any time on any portion of the Common Areas, except for commercial vehicles, vans, or trucks

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**EXHIBIT** E  
**PAGE** 1 **OF** 2 **PAGES**



# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

OR: 2473 PG: 3339

delivering goods or furnishing services. Said commercial vehicles, vans or trucks shall not park or be permitted to park overnight on any portion of the Common Areas or on any driveway or other portion of a Lot (except within the confines of a garage). Vehicles shall not be parked overnight on roads or swales, except in designated parking areas. The Association shall have the right to authorize the towing away of any such vehicles in violation of this rule with costs and fees, including attorneys' fees, if any, to be borne by the vehicle owner or violator.

9. No garage doors shall be permitted to remain open except for temporary purposes, and the Board may adopt further rules for the regulation of the opening of garage doors.

10. Complaints regarding the management of the Association property, or regarding the actions of other Owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining Lot Owner.

11. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.

12. These Rules and Regulations may be modified, added to, or repealed in accordance with the By-Laws of the Association.

By Resolution of the Board of Directors  
of The Cove Homeowners Association of Naples, Inc.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_



## PARAMONT PROPERTY MANAGEMENT, LLC

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### Character Reference Form

Date: \_\_\_\_\_

Applicant's Reference's Name: \_\_\_\_\_

Reference's Street Address: \_\_\_\_\_

Reference's City, State, Zip Code: \_\_\_\_\_

**RE: Applicant's Name:** \_\_\_\_\_

**Association Applying to: The Cove Homeowners Association**

To Whom It May Concern:

The applicant(s) named above is applying for membership in a Condominium or Homeowner's Association in Southwest Florida. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to applicant. This completed Character Reference Form **MUST** be sent with the application in order for the Board of Directors to approve the applicant(s) purchase or lease.

Thank you for your assistance in this!

Yours truly,

Paramont Property Management

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How do you know the applicant(s)? \_\_\_\_\_

For how long have you known the applicant(s)? \_\_\_\_\_

In your opinion, would the applicant(s) make a good neighbor? \_\_\_\_ Yes \_\_\_\_ No

Please describe the applicant(s) character and stability, as you know them: \_\_\_\_\_

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\_\_\_\_\_  
Reference's signature



## PARAMONT PROPERTY MANAGEMENT, LLC

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### Character Reference Form

Date: \_\_\_\_\_

Applicant's Reference's Name: \_\_\_\_\_

Reference's Street Address: \_\_\_\_\_

Reference's City, State, Zip Code: \_\_\_\_\_

**RE: Applicant's Name:** \_\_\_\_\_

**Association Applying to: The Cove Homeowners Association**

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For how long have you known the applicant(s)? \_\_\_\_\_

In your opinion, would the applicant(s) make a good neighbor? \_\_\_\_ Yes \_\_\_\_ No

Please describe the applicant(s) character and stability, as you know them: \_\_\_\_\_

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\_\_\_\_\_  
Reference's signature

# THE COVE HOMEOWNERS ASSOCIATION OF NAPLES, INC.

## NEW RESIDENT ORIENTATION

This is an acknowledgment that the following individual has completed the new resident orientation on \_\_\_\_\_ for The Cove Homeowner's Association:

---

Printed Name(s)

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Printed Name(s)

\_\_\_\_\_ Cove Circle, Naples FL 34119

By signing below, the new resident agrees to all of the rules and regulations of The Cove Homeowner's Association:

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Signature :

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Date

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Signature:

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Date