

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples, Florida 34110

www.PrincetonPlace3.com

c/o Southwest Property Management Corp.
1044 Castello Dr., Suite #206
Naples, FL 34103-1900

(239) 261-3440 Fax (239) 261-2013

Property Manager: S. Hagedorn
Email: shagedorn@swpropmgt.com

LEASE APPLICATION – INFORMATION FOR OWNERS

This pack contains the appropriate forms required by the Association in order for the Board of Directors to approve the lease of your unit. **All lettings require prior approval and must be for a minimum of one month up to a maximum of one year.** The pack also contains important information for your tenants, which must be handed to them prior to their arrival, together with some information on sales and tourist tax.

If the application does not have the following attached it will be returned to you, thereby delaying approval:

- A completely filled out and legible application form. Please make sure that both the applicant(s) and the owner have signed the application.
- Two completed Character Reference Forms (see attached). Please have these forms completed by someone (non-related) that has known the applicant(s) for at least 3 years, and return them with your application. (Not applicable to Repeat Tenants.)
- A legible copy of the complete Lease Agreement signed by both parties.
- The \$50 application fee. If paying by check or money order, please make payable to: *Princeton Place Three*.
- For Gate Access information please contact Towne Properties at (239) 596-1031 (The Property Managers for Wiggins Bay Foundation). See also the document in this pack entitled : **“WBF Gatehouse Procedures”**

If you should have any questions regarding the application procedure, please contact our Lease Administrator, at (239) 261-3440, Fax: (239) 261-2013, Email: info@swpropmgt.com

Thank you - We look forward to welcoming your tenants to Princeton Place!