

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples, Florida 34110

www.PrincetonPlace3.com

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

(239) 261-3440

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 \$150 non-refundable application fee. Paid by check or money order, please make payable to: *Princeton Place Three*.
- For Gate Access information please contact Paramount Property Management at (239) 734-3200 (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 Email: rviera@swpropmgt.com

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

Feb 2023

Princeton Place at Wiggins Bay Condominium Association Three, Inc.

340 Horse Creek Drive, Naples Florida 34110

www.PrincetonPlace3.com

c/o Seacrest Southwest
1044 Castello Dr., Suite #206
Naples, FL 34103-1900
(239) 261-3440
Email: shagedorn@swpropmgt.com

APPLICATION FOR APPROVAL TO LEASE A CONDOMINIUM UNIT **(To be completed by the prospective tenant: "the Applicant")**

TO: The Board of Directors of Princeton Place at Wiggins Bay Condominium Three Assoc. Inc.

I (We) hereby apply for approval to lease Unit # _____, 340 Horse Creek Drive, in Princeton Place at Wiggins Bay Condominium Three for the period beginning (date) _____ and ending (date) _____ (**Note: 30 Day Minimum, 1 Year Maximum**).

A COMPLETE SIGNED COPY OF THE PROPOSED LEASE IS ATTACHED.

A check in the amount of \$150.00, payable to *PRINCETON PLACE THREE* must accompany this application for the purpose of defraying costs of checking references and other expenses related to the processing of this application.

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

The prospective lessee or rental agent will be advised by the Management Company whether or not Board approval of this application has been granted within a 20 day period from the date the application is received.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

1. Full Name of Applicant _____
2. Full Name of Spouse _____
3. Home Address _____
- Email Address _____
- Telephone _____ Home _____ Business _____
4. Business or Profession _____
5. Company Name _____
6. Address _____
- _____
- _____

7. Two personal references

Referee 1

Referee 2

Name _____

Name _____

Address _____

Address _____

City _____ State/Zip _____

City _____ State/Zip _____

(Attached Character Reference Forms to be completed by referees.)

8. Mailing address for correspondence connected with this application:

Name _____

Address _____

City _____

State/Zip _____

9. I (We) am (are) aware of and agree to abide by the Declaration of Condominium of PRINCETON PLACE CONDOMINIUM THREE, the Articles of Incorporation, Bylaws, and any and all properly promulgated rules and regulations. I acknowledge receipt of copies of the Condominium Association and Property Owner Association rules.

NO PETS ALLOWED. ONLY PASSENGER TYPE VEHICLES ARE ALLOWED OVERNIGHT - NO BOAT TRAILERS, MOTOR CYCLES, OR PICK-UP TRUCKS ALLOWED.

10. The Condominium Documents; Section 17.1 of PRINCETON PLACE CONDOMINIUM THREE provide an obligation of unit owners that all units are to be used as a single family residence only. A maximum of two (2) persons per bedroom is allowed.

11. I (We) am (are) aware of and agree that the Association and/or the management company, when the unit is leased, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guest of provisions in the PRINCETON PLACE CONDOMINIUM THREE Documents.

Date _____

Applicant's Signature(s) _____ Print Name: _____

Owner/Agent signature _____ Print Name: _____

APPLICATION APPROVED / DISAPPROVED

BY _____ Print Name: _____

Officer / Director / Agent

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples, Florida 34110

www.PrincetonPlace3.com

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

(239) 261-3440

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

Character Reference

Referee Name (Please print): _____

Street Address: _____

City, State & Zip: _____

Telephone #: _____

Applicant Name(s): _____

Association Applying To:

Princeton Place at Wiggins Bay Three Condominium

The applicant(s) named above is/are applying to rent/purchase* a condominium at Princeton Place Three. The Board of Directors would appreciate your furnishing whatever information you consider pertinent regarding the character and standing of the applicant(s).

Upon completion, please return this form to the APPLICANT. This completed Character Reference Form **must** be sent with the application in order for the Board to approve the lease/purchase* of the property.

1. How do you know the applicant(s)?
2. For how long have you known the applicant(s)? _____ years
3. Would the applicant(s) make a good neighbor, in your opinion? Yes / No*
4. Please state your opinion of the applicant(s) character and standing:

Signature _____ Date _____

[* delete as appropriate]

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples Florida 34110

www.PrincetonPlace3.com

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

(239) 261-3440

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

EXTRACTS FROM RULES & REGULATIONS

The following brief notes are extracted from the official Condominium Rules & Regulations in your possession and **do not** replace or supersede these.

- Stairwells, landings, walkways etc. should not be obstructed by any objects such as bicycles, chairs, plants, etc., nor should any towels, rugs, mops or laundry be hung or shaken on the walkways or over the railings.
- All garbage must be securely bagged and deposited in the dumpster either via the trash chute or, for larger and heavier items, directly into the dumpster on the first floor. Recycle bins are provided for cans, bottles, and paper located to the North of our building adjacent to the pump house. Disposal of large items such as furniture, appliances, carpets, builder's waste, etc. is the owner's responsibility. Items should not be left on the floors of the trash rooms or the dumpster area.
- Barbeques are not to be used.
- The maximum permitted weight of any pet is 25lbs. Owners' dogs **must** be exercised on the dog walk along Horse Creek Drive and scoops used. Under no circumstances are dogs to be allowed on the South lawn where children play. Guests' & Renters' pets are not permitted.
- The **minimum** rental period is one month. All rentals must be registered with the Property Manager at least 2 weeks in advance of their arrival. Forms are available from the Property Manager.
- Any non-paying guests occupying a unit and not accompanied by the owner must be registered with the Property Manager.
- It is essential that the Property Management Company can gain access to any unoccupied unit in an emergency, e.g. flood or fire. It is your responsibility to supply a key to your unit to the Property Manager for secure safekeeping.
- Structural alterations to partition walls, ceilings or floors (including ceramic floor tiling), must be authorized by the Board prior to work commencing. The Property Manager will supply the appropriate forms for this purpose.

Be a good neighbor – please comply with the rules, which are designed to be in everyone's best interest.

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples Florida 34110

www.PrincetonPlace3.com

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

(239) 261-3440

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

COMMON AREAS OF PRINCETON PLACE

- Repairing of motor vehicles is not permitted.
- Parking areas are solely for non-commercial automobiles. Trailers, boats, mobile homes, or recreational vehicles of any kind are not permitted.
- Owners, guests and tenants are requested to familiarize themselves with the posted pool and garbage notices.
- Ladies and Gentlemen are required to wear tops and footwear in the elevator, common areas, and to and from the pool.

Feb 2023

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples Florida 34110

www.PrincetonPlace3.com

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

(239) 261-3440

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

NOISE ABATEMENT POLICY

The concrete construction of our building allows sounds to be readily transmitted between neighbor's units. Generally, we are not aware that our actions are causing a disturbance, and your Board of Directors has therefore drawn up the following policy as a guide to all owners, guests and renters. Please do your best to observe these guidelines in order to preserve the peace and tranquility of our homes for the benefit of us all – ***in particular between the hours of 10.00pm and 8.00am.***

- Open and close the sliding glass doors to your lanai very slowly and try not to slam them shut. The original steel rollers are becoming worn out and can easily be changed for much quieter nylon rollers. The Property Manager will be happy to recommend a suitable contractor for this work.
- Restrict the volume of Radios, TVs and sound systems to a reasonable level and in particular **reduce the bass setting** in order to prevent low frequency "boom".
- Do not use TVs, radios, CD players or telephones on the lanai, and keep conversation volume at a low level.
- Those of us with ceramic tiled floors should be aware that dragging chairs, and walking on tile wearing hard-soled shoes or high-heels, cause particular nuisance to their neighbors below them.
- Please do not use your Washer or Jacuzzi pump between 10.00pm and 8.00am.
- The trash chute is intended for regular domestic garbage, not heavy, solid items, which should be taken down to the first floor and placed in the dumpster (**not** left on the floor). Please use the recycling bins.

Be a good neighbor – always be aware of the noise you are creating! Your cooperation is appreciated.

Feb 2023

Princeton Place at Wiggins Bay Condominium Three Association, Inc.

340 Horse Creek Drive, Naples Florida 34110

www.PrincetonPlace3.com

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

(239) 261-3440

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

SOME HELPFUL SUGGESTIONS

Water damage is our main concern. To minimize the potential for water related problems always turn off the main cold water valve in the utility room (next to the air conditioner) if you are absent from your unit for an extended period, or even if you are gone overnight. ***Better to be safe than sorry!***

Humidity, heat & mold are potentially serious problems. When you are absent for extended periods be sure to set your thermostat (and humidistat if fitted) to appropriate settings. 75/80°F for temperature & 65/70% for the humidistat are typical.

- Whether or not you leave **fans** on is a personal preference though they are susceptible to failure.
- **Closet doors & drawers** should be left open to improve circulation.

Insects & their control is always an annoying problem in this climate. There are numerous products available to control insects though professional firms will provide a regular service.

Toilet bowls can be covered with cellophane. This will maintain the water level & will keep the bowl clean.

Appliances & other electrical devices (e.g. water heater) should be turned off at the electrical panel. Whether you turn off your refrigerator is a personal preference but it will reduce power consumption considerably if you do. Be sure you **do not** turn off the breaker for your air conditioning!

Air conditioners (both inside & outside) require an annual service. An un-serviced unit uses excess electricity, has a shorter life & can be extremely noisy & troubling for your neighbors. A unit that fails in your absence could result in serious mold problems. If you choose to service your unit it is best to have it done by a professional just before you leave for the season.

Dryer vents should be cleaned out regularly depending on usage. Should the vent become clogged it can be a potential fire hazard. All this entails is moving out your dryer & inspecting it by removing the dryer vent from the back of the dryer and clearing away any accumulated fluff from inside.

Hot water heater failure has the potential to cause major water damage. Check your unit regularly for leaks.

Washer machine hoses should be replaced with metal clad hoses, as they are stronger & less prone to failure. Never leave your washer running when absent from your unit, even for a short while.



WIGGINS BAY GATEHOUSE PROCEDURES

General Procedures:

- 1. The Property Manager for Wiggins Bay Foundation (Maria Ulloa, LCAM (mu@paramontproperty.com) should be called with regards to any emergencies, problems, repairs, or questions.**
2. Resident Lane has right of way to guest lane. Please allow residents to clear gate before opening gate for Guest/Vendors.
- 3. There will be NO “waving” by residents to gain access, regardless if the gatehouse personnel know the resident or not.**
- 4. Gatehouse Personnel are NOT to accept any packages or deliveries for residents.**
5. Barcode installation will only be done Monday – Friday from 3:00 p.m. – 5 p.m.
6. **NO** campers, boats, RV’s, trailers, or commercial vehicles are allowed within the community overnight.
7. Vendors/Contractors are granted access Monday – Saturday from 7:00 a.m. – 6 p.m. with exception of emergency service calls, **NO** deliveries of any kind on Sunday or Holidays, apart from the Club.
- 8. Guests/Vendors MUST be called in prior to their arrival at the gatehouse unless they are on an owner’s permanent list. All will be issued a “Onetime” pass, unless otherwise instructed.**
9. Vendors who are on the “Wiggins Bay Preferred Vendors List” should be granted access once the officer verifies, they are on the list. **No pass is required.**
10. Gatehouse Personnel are to get from all Realtors their name and company affiliation and the address of the property they are showing. This information should be noted on the call list. You may in addition obtain a business card for additional information. **NO** pass is required!

11. Gatehouse Personnel are **ONLY** permitted to make local phone calls. The gatehouse phone does not allow long distance calls.
12. Gatehouse Personnel are **NOT** permitted to call residents to allow Guests/Vendors access. It is the responsibility of each resident to notify the gatehouse.
13. Guests/Vendors are to be turned away if they are not on a resident's permanent list, not on the preferred vendors list or not on the call list. Officers should advise Guests/Vendors to pull around the gatehouse to call a resident who should in turn call the gatehouse.
14. All Wiggins Bay Residents are required to have a barcode. In the absence of a barcode, the officer will ask them for their name and ask to see their driver's license. The officer will check the database before allowing them entry. Until a resident has obtained a barcode; they will be issued a "Onetime" pass. Gatehouse Personnel in addition, will advise the resident that they will need to obtain a barcode, advise them of the days/times they are given out, and provide them with a barcode request form.
15. All Renters are required to have a barcode. In the absence of a barcode, the gatehouse staff will check the database before allowing them entry. If they have not been entered into the database, the owner will need to call the gatehouse to allow entry. Until a renter has obtained a barcode, they will be issued a pass good for **only three days**. The gatehouse personnel in addition, will advise the renter that they will need to obtain a barcode, advise them of the days/times they are given out, and provide them with a barcode request form.
16. All Dock Owners/Dock Renters, who do not live within Wiggins Bay, are required to have a barcode. The gatehouse personnel will check the database before allowing them entry. If they have not been entered into the database, the owner will need to call the gatehouse to allow entry. Until a dock owner/dock renter has obtained a barcode, they will be issued a pass good for **only three days**. The gatehouse personnel in addition, will advise them that they will need to obtain a barcode, advise them of the days/times they are given out, and provide them with a barcode request form.

Tarpon Cove Yacht and Racquet Club Entrance Procedures:

1. Entrance will be granted to anyone stating they are going to "The Tarpon Cove Club" i.e.: "The Club".

Open House Procedures

1. All Realtors/Residents are required to use **ONLY** the Wiggins Bay Foundation provided “Open House” signs within the community.
2. The gatehouse personnel will issue the signs after a deposit of **\$50 per sign** is received.
3. Everyone will be required to fill out an “Open House Sign Rental Agreement” which will be kept on file at the gatehouse.
4. The gatehouse personnel will return the check if the signs are returned at the agreed upon time as indicated on the Rental Agreement or no later than 48 hours after the weekend scheduled Open House and if the signs are returned in good condition.
5. The gatehouse personnel will advise everyone that **NO** other commercial signs will be allowed, i.e., Real Estate company logo signs or other commercial open house signs and if used they will be removed.
6. The gatehouse personnel will advise everyone that nothing is to be affixed to the signs.
7. “Open House” signs are only to be used on weekends between 1:00 p.m. – 5 p.m.
8. Realtors/Residents are permitted to leave handouts to be given out if anyone should ask.

Dock Owners/Renters:

Barcodes issued to dock owners/renters that do not live within Wiggins Bay are good for the calendar year, and **MUST** be renewed each year. Renewal will be at **NO** cost to the dock owner or dock renter. If not renewed, they will be deleted from the database.

Tarpon Cove Yacht & Racquet Club Members:

Club Members can purchase barcodes at a cost of \$10 each. **No Portables.** The barcodes are good for the calendar year, and **MUST** be renewed each year at a cost of \$5 each, and \$10 if needs replacement. If not renewed, they will be deleted from the database.

Tarpon Cove Yacht & Racquet Club Employees:

Club Employees, at the discretion of the Club Manager, will issue barcodes at **NO** charge and will have no expiration date.

**Collier County
Tourist Tax Registration Application**

Please complete this form and return it to:

Rob Stoneburner
Collier County Tax Collector
Attention: Tourist Tax
3291 East Tamiami Trail
Naples, FL. 34112-5758

Or you can email us at: TouristTax@colliertax.com

Or you can fax us at: 239-920-5864

When your application has been processed, an account number will be assigned. You will be notified via mail and/or email. If you have any questions please call the Tourist Tax staff at 239-252-8829

If you need a State Sales Tax application (7%) please call the local Florida Department of Revenue office at 239-348-7565. They will give you directions regarding their application process.

Owner or Business Name: _____

Federal Tax ID Number: _____
(For Businesses Only)

Owner's Email: _____

Owner's Mailing Address: _____

Owner's Telephone Number: _____

Owner's Cell Phone Number: _____

If you are using the Professional Services of a local realtor/agency please include their name and contact information here:

Name of Company and Agent: _____

Telephone Contact Number: _____ Advertising on Website: _____

Rental Property Address: _____

Owner's Telephone Number: _____

Total # of Units You Control: _____ Facility Type: _____

Signature _____ Date _____

By signing this form, I agree that my account number can be shared with the professional local Realtor/Agency mentioned above (if applicable).



Local Option Transient Rental Tax Rates (Tourist Development Tax Rates)

DR-15TDT
R. 01/23

Individual Florida counties and certain cities may impose a local option tax on the rental or lease of living, sleeping or housekeeping accommodations for a term of six months or less. These taxes, often called **local option transient rental taxes**, include the tourist development tax, convention development tax, tourist impact tax, and municipal resort tax. The local tax imposed is in addition to the 6% state sales tax and any applicable discretionary sales surtax.

For the counties shaded in gray in the chart below, the local option transient rental taxes are reported and remitted to the Florida Department of Revenue (DOR). For all other counties, the local option transient rental taxes are reported and remitted directly to the county; however, sales tax and discretionary sales surtax on transient rentals are always reported and remitted to the Department.

If the local option transient rental tax is collected by the county, contact that county to verify the tax rate. Not all counties notify the Department of changes in their local option transient rental tax rate.

County Name	Local Option Transient Rental Tax Rate	Collected By
Alachua	5.0%	County
Baker	3.0%	County
Bay (1)	5.0%	County
Bradford	4.0%	DOR
Brevard	5.0%	County
Broward	6.0%	County
Calhoun	0.0%	N/A
Charlotte	5.0%	County
Citrus	5.0%	DOR
Clay	5.0%	County
Collier	5.0%	County
Columbia	5.0%	DOR
Desoto	3.0%	DOR
Dixie	3.0%	DOR
Duval	6.0%	County
Escambia	5.0%	County
Flagler	5.0%	County
Franklin	3.0%	DOR
Gadsden	2.0%	DOR
Gilchrist	3.0%	DOR
Glades	2.0%	DOR
Gulf	5.0%	County
Hamilton	3.0%	DOR
Hardee	2.0%	DOR
Hendry	3.0%	DOR
Hernando	5.0%	County
Highlands	4.0%	DOR
Hillsborough	6.0%	County
Holmes	3.0%	DOR
Indian River	4.0%	County
Jackson	4.0%	DOR
Jefferson	3.0%	DOR
Lafayette	0.0%	N/A
Lake	4.0%	County

County Name	Local Option Transient Rental Tax Rate	Collected By
Lee	5.0%	County
Leon	5.0%	County
Levy	4.0%	DOR
Liberty	0.0%	N/A
Madison	5.0%	DOR
Manatee	5.0%	County
Marion	4.0%	County
Martin	5.0%	County
Miami-Dade (2)	6.0%	County
Monroe	5.0%	County
Nassau (3)	5.0%	County
Okaloosa (4)	*6.0%	County
Okeechobee	3.0%	DOR
Orange	6.0%	County
Osceola	6.0%	County
Palm Beach	6.0%	County
Pasco	5.0%	County
Pinellas	6.0%	County
Polk	5.0%	County
Putnam	4.0%	County
St. Johns	5.0%	County
St. Lucie	5.0%	County
Santa Rosa	5.0%	County
Sarasota	6.0%	County
Seminole	5.0%	County
Sumter	0.0%	N/A
Suwannee	3.0%	County
Taylor	5.0%	County
Union	0.0%	N/A
Volusia	6.0%	County
Wakulla	4.0%	DOR
Walton (5)	5.0%	County
Washington	3.0%	DOR

(1) Bay: Applies only to ZIP codes 32401, 32404, 32405, 32407, 32408, 32410, and Bay County portion of 32413.

(2) Miami-Dade: 4% for Surfside and Bal Harbour, 7% for Miami Beach, and 6% for the rest of the county.

(3) Nassau: Applies only to Amelia Island (ZIP code 32034).

(4) Okaloosa: *6% for the Okaloosa County Tourist Development Tax District and 5% for the Expansion District.

(5) Walton: 5% for ZIP codes 32459, 32550, 32454, 32461, and Walton County portion of 32413; and 2% for the rest of the county.

For local option transient rental tax collected by the **Florida Department of Revenue**:

- The transient rental tax is filed and paid along with the 6% state sales tax and any discretionary sales surtax, using the *Sales and Use Tax Return* (Form DR-15).
- For questions, call Taxpayer Services at 850-488-6800, Monday through Friday, excluding holidays.

For local option transient rental taxes collected by the **county**:

- The transient rental tax is reported and paid directly to the county; however, the 6% state sales tax and any discretionary sales surtax is reported and paid to the Florida Department of Revenue using Line D. (Transient Rentals) on the *Sales and Use Tax Return* (Form DR-15).
- For questions, contact the county imposing the local option tax.

For more information regarding the taxability of transient rentals, review Rule 12A-1.061, Florida Administrative Code, available online at **firules.org**.