

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 \$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!

July 2021

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

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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]

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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.

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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.

March 2012

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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.

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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.