



Applications **MUST** be received a minimum of 30 days prior to move in date

Check here if you are an **ACTIVE** Member of the U.S. Military

TRACE: _____	Office Use Only
LOS: _____	T#: _____
Ten: _____	O#: _____
Own: _____	
A-D: ____/____/____ - ____/____/____	
<input type="checkbox"/> BC <input type="checkbox"/> J <input type="checkbox"/> CH <input type="checkbox"/> IDs <input type="checkbox"/> VS	
COA/HOA: _____	
Pres.: _____	EM
<input type="checkbox"/> App Fee <input type="checkbox"/> Trans Fee <input type="checkbox"/> RUSH <input type="checkbox"/> Lease	
Date App Received ____/____/____	

Cypress Woods
GOLF & COUNTRY CLUB

3525 Northbrooke Drive
Naples, Florida 34119
239-593-3392 | F 239-593-5104

RENTAL APPLICATION

ANNUAL RENTAL RENEWAL

Please Email Applications to:
office@cypresswoodsgolf.com

Conditions & Terms for Rental / Lease

CYPRESS WOODS DOCUMENTS REQUIRE RESIDENTS OF RENTAL UNITS TO BE ONE FAMILY ONLY.

Only the following Family units will be considered for approval:

- a) Two (2) persons who are legally married, and their custodial children under the age of 18; or
- b) Not more than two (2) unrelated persons who are not married but who reside together as a single household unit, and their custodial children. Children over the age of 21 are ineligible for family golf privileges. Maximum of six (6) persons per condominium unit (2 adults, and up to 4 children ages 18 or under). For households that consist of two (2) unrelated persons who are not legally married, the office may request that an Affidavit be signed, affirming that the household meets the requirements outlined above.

- 30-Day MINIMUM Lease, 12 Month MAXIMUM
- NO PETS!
- No Daily, Overnight or Weekly Rentals

- Single Family Occupancy Only
- No Commercial Activity or Vehicles Allowed
- Occupants & Guests need Vehicle ID Tag

Owner's Name (Print): _____

Owner's Signature: _____

Signature of Applicant: _____

Signature of Co-Applicant: _____

Schedule of Fees:

The owner and tenant agree to pay the following schedule of fees with the application submission. These fees are due for each rental application, as well as for any extension in excess of 30 days.

Rental Fees will be charged to Owners accounts. Checks from Tenants will not be accepted.

Rental Application Fee: \$350

Membership Transfer Fee: \$500

Background Check Fee: \$100 per application

Rush Fee: \$150 (<30-day Submission) Additional fee + application, background fee, and transfer fee is applicable. A minimum of 10 business days are required for a "Rush" application.

Schedule of Fees for Annual Rental Renewal:

Rental Application Fee: \$150

Background Check Fee: \$100

Owner's Name (Print): _____

Owner's Signature: _____

Signature of Applicant: _____

Signature of Co-Applicant: _____



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All applicants over the age of 18 are required to complete a background check for approval. Tenants will receive a link to complete after Cypress Woods receives the application. Rush fees do not guarantee expedited approval on background checks.

Tenants must comply with all Club, COA/HOA Rules and Regulations. A summary of the Rules and Regulations is attached to this application, which must be initialed & dated by each Occupant as a condition of approval.

This application form may be completed and signed by the Owner of the unit, or the Rental Agent acting on behalf of the Owner. The signatures of the Owner (or Rental Agent if used,) and Applicant/s confirms that all statements are true to the best of their knowledge and that they clearly understand the Cypress Woods community rules for rented units.

Further, by completing this application, the Tenant is on notice and hereby agrees that the COA/HOA is authorized to act as the Owner's Agent, with full power and authority to take whatever action may be required including eviction, should the Tenant or their guests, after a written warning from the Club, continue to violate the provisions of the Association's Declaration, Bylaws, Rules & Regulations and/or applicable laws. The owner will be responsible for all costs incurred if action must be taken.

I have read and fully understand the statements above and the Rules and Regulations attached hereto, and I will abide by all rules and regulations of the Club and the respective COA/HOA.

Owner's Name (Print): _____ **Owner's Signature:** _____

Signature of Applicant: _____ **Signature of Co-Applicant:** _____

Rental Process Review:

To begin the rental process, all applicants must complete and submit the Rental Application legibly and in full. Once submitted, the application will be followed by a background check. After the background check is complete, the application will be reviewed by both the local association and the master association, and approval is subject to their review. Once a decision is made, an email notification will be sent to the applicants and the property owners with the approval or denial status. Please note, tenants are NOT permitted to move into the residence prior to receiving written approval. Only after the approval is granted may occupancy be taken.

Owner Information:

Owner's Name(s): _____

Owner's Current Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

Unit Information:

Rental Unit Address: _____ Unit #: _____

Rental Lease Term (*Minimum 30 days*): Start Date: _____ End Date: _____ **Please Include Copy of Lease*

Applicant Information:

Name of Applicant: _____

Cell Phone #: _____ E-Mail Address: _____

Name of Co-Applicant: _____

Cell Phone #: _____ E-Mail Address: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Please state the following for any other family members or guest(s) who will reside in or visit the unit:

Name: _____ Relationship: _____ D.O.B (21 & under): _____

Name: _____ Relationship: _____ D.O.B (21 & under): _____

Name: _____ Relationship: _____ D.O.B (21 & under): _____

Name: _____ Relationship: _____ D.O.B (21 & under): _____



Cypress Woods GOLF & COUNTRY CLUB

APPLICANT INFORMATION (continued):

Has the applicant, or anyone listed on the application, ever been arrested or convicted of a felony or other crime involving violence? Yes No

Has the applicant or anyone listed ever been registered in any location as a Sex Offender or Sexual Predator? Yes No

Membership Transfer

Will the Club Membership be transferred to the Tenant(s)? Yes No

By choosing Yes, I understand that the Club will bill my member account the applicable **\$500.00 transfer fee**. I understand that when I transfer my membership privileges that I am unable to exercise those privileges during the membership transfer/lease period (including member account charging privileges and using my annual food minimum).

I represent that the above information I have provided is factual and true, I am aware that any falsification or misrepresentation of the facts in the Application will result in a rejection of this Application or constitute grounds for the Association to void any approval that may be granted. I consent and acknowledge that you may further inquire concerning this Application, particularly a background check investigation, such as a criminal record check or previous rental history inquiry. I agree to be bound by the Declaration, By-Laws, and the Rules and Regulations of the HOA/COA and the Cypress Woods Golf & Country Club. I understand that upon receipt of a totally completed Application, including the Application Fee and a lease acceptable to the Club, the Club has ten (10) days after receipt, to accept or to reject this Application.

I agree to all terms and conditions above and agree that the non-refundable application processing fee of \$350.00 will be billed to my member account, prior to Rental Application review. Please note a \$150 late rush/processing fee is required for applications turned in under 30 days before rental start date.

Owner's Signature: _____

Agent's Signature (If Used): _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Agent's Phone #: _____

Agent's Email: _____

All rental / lease applicants are required to sign the completed Rental Application, and the application must be approved prior to tenants taking occupancy in the leased residence.

***** UPON ARRIVAL, ALL TENANTS MUST CHECK-IN AT THE CLUBHOUSE ADMINISTRATIVE OFFICE TO RECEIVE A WELCOME INFORMATION PACKET AND PARKING PASS. *****

Signature of Applicant: _____

Print Name: _____

Signature of Co-Applicant: _____

Print Name: _____



Cypress Woods
GOLF & COUNTRY CLUB

MASTER ASSOCIATION MEMBERSHIP TRANSFER FORM

UNIT OWNER INFORMATION:

I understand that when I, the Owner, transfer my privileges, that I am unable to exercise those privileges during that time (including charging to my member account and using my annual food minimum). It is my intent to transfer my unit's privileges-in full -to the transferee below.

Name of Owner/Member: _____

Cypress Woods Membership #: _____

Cypress Woods Address: _____ Unit: _____

Phone # where you can be reached at while unit is rented: _____

If using an Agency indicate: Name: _____ Phone: _____

Signature of Owner/Member: _____

TENANT (TRANSFEREE) INFORMATION:

Name: _____ Age if Under 22: _____

Name: _____ Age if under 22: _____

Home Address: _____

City _____ State: _____ Zip: _____ Phone: _____

DATES OF MEMBERSHIP/RENTAL:

Start Date: _____ End Date: _____

TRANSFER MEMBERSHIP FEE IS \$500 - NON-REFUNDABLE

I understand that I have all the privileges of the Member during the time the membership is transferred to me and I accept all the rules and regulations that come with those privileges. Annual renters with transferred memberships acknowledge that an ACH Form will be due upon check-in to remain on file with the Cypress Woods Administration office for any unpaid balances or balances thirty (30) days delinquent owed on my account, plus an additional \$75 processing fee.

Signature of Tenant/Transferee: _____ Date: _____

Signature of Tenant/Transferee: _____ Date: _____



APPLICATION FOR VEHICLE IDENTIFICATION DECAL

APPLICANT / TENANT, please complete this section:

Applicant must have Vehicle Registration for verification at time they pick up decals or hang tags for vehicles.

All lots or units which have a two (2) car garage may have no more than four (4) vehicles, only two (2) of which may be parked overnight outside of the garage. All lots or units with a one (1) car garage or carport may have no more than two (2) vehicles, only one (1) of which may be parked overnight outside the garage. No commercial vehicles of any kind.

Name of Unit Owner: _____

Cypress Woods Address: _____

Name of Applicant: _____

License Plate of Vehicle #1: _____ **Vehicle #2:** _____

Make / Model of Vehicle #1: _____ **Vehicle #2:** _____

Color of Vehicle #1: _____ **Vehicle #2:** _____

Dates of Stay:

Start Date: _____ End Date: _____

Signature of Applicant: _____

Date: _____

Signature of Co-Applicant: _____

Date: _____

*****NO DECALS OR HANGTAGS WILL BE MAILED*****

DECALS AND HANGTAGS MUST BE PICKED UP AT THE CLUBHOUSE ADMINISTRATIVE OFFICE



SUMMARY OF RESTRICTIONS & RULES

AUTOMOBILES:

1. Hangtags are utilized for monthly or seasonal renters. It must be prominently displayed on the dashboard or hanging from the rear-view mirror. Vehicle registration must be provided to the Clubhouse Administrative Office and a lease must be on hand as well.
2. Vehicles may not park overnight on the street or anytime on the grass. Parking is allowed on paved areas only.
3. For units or homes with a 1-car garage or carport, only 2 vehicles are allowed – 1 in the garage/carport and 1 in the driveway. For units or homes with 2-car garages, only 4 cars are allowed – 2 to park in the garage and 2 in the driveway.
4. No boats, trailers, semi-tractor trailers, motorcycles, house trailers, campers, mobile homes, motor homes, bus, trucks or inoperative or unlicensed motor vehicle of any kind may be parked or kept in the community unless kept in the garage.
5. Garage doors must be kept closed when not in use.
6. House trailers, semi-tractor trailers, campers, buses, motor homes, mobile homes, truck campers and the like are permitted to be parked in the Community for loading and unloading purposes only for a maximum of 4 hours.
7. Commercial vehicles, vans and trucks with more than one (1) ton carrying capacity or with multiple rear wheels are not permitted.

USE RESTRICTIONS:

1. Tenants shall use the Unit as a single-family residence only. Multiple families may not use the Unit at one time or on a “time share” basis. No individual rooms may be rented. Sub-leasing is prohibited.
2. Occupancy is limited to 6 persons in condominium units (2 adults, and up to 4 dependent children age 21 or under) and 10 persons in single family homes (2 adults, and up to 8 dependent children age 21 or under).
3. No conducting of business or commercial activity.
4. Tenants may have overnight guests **so long as the tenant is in residence**. Overnight guests are not allowed if the tenant is not in residence.
5. No leases shall be fewer than thirty (30) days or greater than twelve (12) months in length.
6. The Association has the right to approve all renewals and extensions of leases.
7. Nothing shall be done which is, or may become, a source of unreasonable annoyance or nuisance to other residents and their guests.

PETS:

1. Tenants and Visitors may NOT have pets. If the Association discovers that a Tenant is keeping a pet, the Tenant and Owner will be subject to fines and the Tenant will be subject to eviction.

TRASH:

1. Trash must be kept in containers and placed curbside the day of pick-up or placed in designated dumpsters. The container must be returned to the garage as soon as possible after pick-up and no later than 8pm that evening.

Tenant(s) Initials: _____ **Date:** _____



SUMMARY OF RESTRICTIONS & RULES

(Master Amenities)

RECREATIONAL FACILITIES:

1. Swimming pools are accessed with membership card. Bathing suits or proper bathing attire is required. Children under 16 must be accompanied by an adult. No running, loud noises or glassware is allowed. Non-potty trained children must wear swimming diapers. No inflatable objects, or smoking is allowed. Food and beverage must be purchased from the Club.
2. Children under 16 are not allowed to use the exercise equipment (whether or not accompanied by an adult). Children under 16 years of age may use the spa as long as they are accompanied by an adult (in the spa). No glass of any kind is permitted in the fitness center.
3. Bocce sets and Pickleball equipment can be signed out through the Pro Shop.
4. Courts may be used at any time during operation hours. Tennis shoes are to be worn at all times. Tank tops, t-shirts, running shorts and bathing suits are not permitted. Reservation sign-up in the CWG&CC app are encouraged.
5. Golf renters must be living in the unit for which the privileges are delegated. Golfers must register in the pro shop before playing. The rules of the USGA apply and no more than 4 players per group can play. Proper golf attire is required. All players must have a set of clubs and a golf bag. No coolers are allowed. Walking for the sole purpose of finding balls is not allowed. The Chelsea system is used for tee times. Late cancelations and no-shows will be charged. Golf courtesy and etiquette must be observed. Fees are subject to change.
6. Children residing with a Tenant are entitled to golf privileges if: a) the child is 21 years old or younger;
7. b) the child is not married or cohabitating with a third party; c) the child does not have any children of his or her own; and d) the child resides with the Tenant on a permanent basis or enrolled in college or university. Children under the age of 16 are not able to drive the golf carts and must be accompanied by an adult.

CLUB FACILITIES:

****For more detailed information, please consult the complete set of Cypress Woods Rules and Regulations.****

1. This is a non-cash facility and Renters can charge with Master Card, Visa, Discover or American Express.
 2. Proper dress is required in the Dining Room, Grille Room and on the Patio.
- **GRILLE ROOM & PATIO LUNCH AND DINNER**
 - ***GENTLEMEN – Collared shirt, 1” mock collared golf shirts are acceptable, slacks, Bermuda style shorts, and plain denim. Men are required to remove their hats and tuck their golf shirts. Golf shoes are permitted.***
 - ***LADIES – Blouse or shirts, with or without sleeves. Bermuda length shorts, Capri pants, skirts, slacks, dresses, or plain denim.***
 - ***PROHIBITED - Denim shorts, cargo shorts/pants (shorts/pants with exterior pockets on the legs), tank tops, tube tops, frayed or tattered clothing, bathing attire, athletic wear.***
 - **DINING ROOM LUNCH**
 - ***Same as Grille Room, but no denim or golf shoes permitted. DINING ROOM DINNER HOURS AND SUNDAYS***
 - ***GENTLEMEN – Slacks and collared shirt appropriate for upscale casual dining are required for evening events. Dress shorts are permitted.***
 - ***LADIES – Dresses or traditional style blouses/tops with slacks, Capri pants or skirts are preferred. Bermuda style shorts are acceptable.***
 - ***CHILDREN - 10 and older are to follow the same dress code as adults.***
 - ***PROHIBITED – Cargo shorts/pants, denim, cutoffs, tee shirts, tank tops, bathing and athletic wear, and golf shoes are strictly prohibited. Men are not permitted to wear hats.***
3. Parents are responsible for the conduct of their children at all times.
 4. Conduct yourself in an orderly fashion at all times. Do not reprimand an employee. If there is a problem, address it in writing to the General Manager. The cost of replacing broken, damaged or removed property will be charged to the owner of the unit rented.
 5. Outside food or beverage may not be brought into the Clubhouse.

Tenant(s) Initials: _____

Date: _____