



Date Stamp

Lely Civic Lease Checklist

Dear Prospective Tenant,

Please submit the following for approval to lease in Lely Civic:

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$150 Non-refundable Application Fee – Payable **Anchor Associates**
- _____ Copy of a State or Government Issued Photo ID for each adult over the age of 18
- _____ Executed Lease

Unit Address _____

Missing or incomplete information will result in the delay of processing your application. A complete application package **MUST** be received 20 days prior to lease start date.

Applicant Signature

Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or applications@anchormanagers.com.

Thank You,

Anchor Managers

2340 Stanford Court • Naples, Florida 34112
(239) 649-6357 office • (239) 649-7495 fax

Lely Civic Association, Inc. Application for Approval to Lease

Date Stamp

Street Address _____ Unit # _____ Lease ___/___/___ to ___/___/___

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address			Apartment/Unit#
City	State	ZIP	
Phone #	Cell#	Other Phone #	
Email Address			
Employer		Employer's Phone #	

APPLICANT INFORMATION		
Last Name	First	Middle
Home Address		Apartment/Unit#
City	State	ZIP
Phone #	Cell#	Other Phone #
Email Address		
Employer	Employer's Phone #	

OCCUPANTS		
Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.		
Full Name	Relationship	Date of Birth

REFERENCES	
Please list two personal references.	
Full Name	
Relationship	Phone ()
Full Name	
Relationship	Phone ()

Current or Most Recent Landlord	
Please list most recent landlord.	
Landlord	Phone ()
Address	How Long

VEHICLES					
Commercial Vehicles must be kept in the garage				Please Initial	
Year	Make	Model	License plate #	State	
Year	Make	Model	License plate #	State	

DISCLAIMER AND SIGNATURE	
In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.	
I/we have received, read and understand the Rules and Regulations of Lely Civic and will comply.	
Signature	Date
Signature	Date

Note: There is a minimum rental period of 6 months.

Return this request to:
 Lely Civic Association, Inc
 C/o Anchor Associates, Inc.
 2340 Stanford Court
 Naples, Florida 34112
 (239)649-6357 phone
 (239)649-7495 fax
 applications@anchormanagers.com



APPLICATION APPROVAL

_____ Approved
 _____ Disapproved

Date _____
 By: _____
Board Officer or Director

Lely Golf Estates Homeowners Assn.
Rules Reference Guide

As a homeowner & member of the Lely Golf Estates Homeowners Association (HOA), you, your tenants and guests are bound to abide by the Covenants, Bylaws and Article of Incorporation of our community. Remember that the Covenants vary from section to section and are subject to change.

Violators will be notified by the Property Manager. If the violation is not corrected promptly or is repeated, you will be fined by the HOA. Some common violations are enforced by Collier County Code Enforcement in accordance with their policies and procedures

The following are the most common violations resulting in fines:

- Homeowners must notify the HOA when planning to sell or rent their property. New owners & renters must acknowledge that they are aware of and that they will abide by the Covenants, Bylaws and Article of Incorporation of the HOA prior to the Transfer/ Rental Agreement being approved. "For Sale" signs and "Take One" receptacle are allowed. Check your Covenants for restrictions.
- Prior to any changes to the exterior of your home (ie: exterior painting, replacing the roof, structural changes including additions & driveway replacement) you must have approval from the HOA through its Architectural Review Committee. You must submit a request via our Property Manager no later than 14 business days prior to planned commencement date. The *Alteration & Modification Request form* can be found on our website. Once approved there can be no changes in regards to materials being used, color(s)** or the scope of the work. If work commences prior to or without approval, or the homeowner makes changes which violates the approved request, fines will be imposed by the HOA. The Collier County Code Enforcement and/or Building Department will be notified of any work performed without County required permits.
** The Sherwin-Williams "Suburban Traditional and Southern Shores & Beaches" are the ARC guideline palettes.
- With the exception of Unit 1, all homes must have a HOA approved single post lamp & mailbox combination both black in color. The lamp shall have a white or clear bulb of no less than 800 lumens (60 watts) which is required to be illuminated nightly from dusk to dawn. Unit 1 allows a mailbox only on a post at the street. All posts, lamps & mailboxes must be kept clean/painted and in working order. House numbers should be displayed on both sides of the mailbox.

- **Parking:** No commercial vehicles, or vehicles with exterior advertisement, boats or trailers of any type are permitted to be parked on your LOT. They must be garaged or within an approved screened area so it is not visible from the street or an adjoining lot. There is no parking permitted by any type of vehicle, trailer or boat on any lawn. There is no overnight parking permitted on any right of way (street). Any vehicle parked in the driveway must be registered, displaying valid registration plate assigned to that vehicle and be operational (CCO).
- Lawns, shrubbery and other landscaping must be kept neat and well maintained. (CCO). Homes must have a working irrigation system, regularly used to maintain the landscape.
- Exterior surfaces & paint must be good condition and free from well water irrigation stains. Tile roofs must be kept clean by pressure washing as needed. Garage doors must be closed when not in use.
- Fences are allowed in Unit 1 with the proper permits from the County and ARC approval. There are only 3 types of fences that can be installed. Existing fences must be maintained in good condition.
- **Garbage & Recycling:** Containers are to be placed at the curb the night before or on scheduled pick-up days only. On all other days, the containers are to be stored in a place not visible from the street- ie: inside the garage or alongside the home behind shrubs or screening.
- **Yard Waste & Bulk Items:** Are to be placed at the curb no earlier than the night before scheduled pick up days. If the county refuses an item, the homeowner must remove it from the curb area and dispose of it within 24 hours.
- **Dumpsters, "Bagsters" & Portable Storage units (Pods):** These 3 items require approval from the HOA to be on your property. Dumpsters are allowed for 3 weeks. "Bagsters" & Pods for 1 week. Contact our Property Manager for approval and further information.

Please refer to the Lely Golf Estates Covenants & By-Laws applicable to your section for additional restrictions & administrative information. They are posted on our website:
www.OurLely.com

Questions? Contact our Property Manager or your unit/neighborhood HOA Board member