

MPM / Town Manor

Moore Property Management thanks you for your impending Rental Agreement and congratulates you on your decision to lease a property at Town Manor. The Rental Application form is attached.

We would like to share with you the policy on handling all rental applications and the approval processes both at Moore and Town Manor to enable approval to be achieved in a timely and expedient manner.

POLICY ON PROCESSING APPLICATION

- Only the Application adopted 5/1/2016 will be accepted for consideration. If an older version is submitted by an applicant or realtor on their behalf, it will not be accepted. Please check the date on the bottom of the first page to verify that you are completing and submitting the proper application form.
- To make sure your application is approved in a timely manner, please submit your application with the required fees and all required items immediately upon signing your rental contract. Delays in turning in your application can delay the approval process.
- The form needs to be received by Moore Property Management 30 days before the lease is to take effect in order to be processed and presented to the Board for approval. Approval for short notice applications cannot be guaranteed! We will, however, process your completed application as quickly as we receive it with all the pertinent information.
- All units in Town Manor have two (2) bedrooms. Rentals are limited to a maximum of four (4) related family members OR two (2) unrelated adults.
- Please be aware that leases of 4 months or less require approval from two (2) Board members, but leases in excess of 4 months require approval from a majority of Board members. In both instances, only complete application packages will be discussed at Board of Director meetings. Kindly keep this important fact in mind when submitting an application package which is incomplete thus causing the process to be delayed.

TOWN MANOR, INC.
1021 3RD STREET SOUTH
NAPLES, FL 34102

APPLICATION FORM FOR RENTERS

Prospective renters shall complete this form to be kept on file with Moore Property Management. **New applicants**, a fifty-dollar (\$50.00 U.S. FUNDS) processing fee written to Town Manor, Inc. must be included with this application and mailed to Moore Property Management, 5603 Naples Boulevard, Naples, Florida 34109. **Former applicants**, a twenty-five dollar (\$25.00 US Funds) processing fee must be written to Town Manor Inc. and mailed along with the application form to Moore Property Management, 5603 Naples Blvd, Naples, FL 34109. The form needs to be received by Moore Property Management 30 days before the lease is to take effect in order to be processed and presented to the Board for approval. **This form may not be altered or changed in any way.**

DATE _____ New Applicant _____ Former Applicant

I HEREBY APPLY FOR RENTAL STATUS IN TOWN MANOR, INC.

APPLICANT'S NAME:

HOME ADDRESS:

HOME PHONE: _____ CELL PHONE:

LOCAL ADDRESS: TOWN MANOR
CLUB

UNIT # _____

UNIT PHONE #

NUMBER OF PERSONS TO OCCUPY THE UNIT

FULL NAMES OF PEOPLE TO OCCUPY THIS UNIT (Please Print)

1 _____ 2

3 _____ 4

DATES OF ARRIVAL AND DEPARTURE:

UNIT PARKING SPACE NUMBER

I ACKNOWLEDGE AND ACCEPT THE POLICY OF TOWN MANOR, INC.
AND
AGREE TO ABIDE BY THEIR RULES, REGULATIONS AND BY-LAWS.

_____.

APPLICANT SIGNATURE

APPLICANT SIGNATURE

APPLICANT SIGNATURE

APPLICANT SIGNATURE

Page one of two Rental Form
Adopted 5/1/2016

FOR PERSONAL CHARACTER REFERENCES, I HAVE FURNISHED NAMES,
TELEPHONE AND FAX NUMBERS.

CHARACTER REFERENCES

NAME:

ADDRESS

—

CITY: _____ STATE _____ ZIP:

PHONE: _____ FAX:

NAME:

—

ADDRESS _____

CITY: _____ STATE: _____ ZIP:

PHONE: _____ FAX:

APPLICANT SIGNATURE

APPLICANT SIGNATURE

APPLICANT SIGNATURE

APPLICANT SIGNATURE

_____APPROVED _____DISAPPROVED

BOARD MEMBER SIGNATURE,

TITLE, DATE

Page two of two Rental Form
Adopted 5/1/2016

MOLD

This Mold Addition is part of the lease agreement between Mary Craig (Owner) & _____ (Tenants) located at Town Manor Club, Unit _____, 1021 3rd Street South, Naples, FL, 34102.

Mold is a microscopic organism reproduced by spores. Mold spores spread through the air and multiply due to a combination of excessive moisture and organic matter. This can lead to health issues and/or allergic reactions. If you notice any discoloration, (white, orange, green, brown, or black), and/or a musty odor, you need to react quickly to treat the area, reduce the moisture and be sure to practice proper housekeeping.

Be sure to use the air-conditioning when needed and use the heating system in moderation. Also keep the unit properly ventilated by periodically opening the windows to allow the circulation of fresh air during dry weather only.

Please practice the following:

Keep the unit clean & regularly dust, vacuum, and mop.

Use hood vents and/or the ceiling fan when cooking, cleaning, and running the dishwasher.

Keep closet doors ajar.

Do not have too many plants and only water them in the shower or tub and let the water drain properly.

Use the exhaust and/or ceiling fans when bathing/showering. When finished use the squeegee to wipe down the walls, fixtures and shower doors and leave exhaust and ceiling fans on long enough to remove the moisture.

Wipe down sinks/and vanities and any spillage.

Be sure to close shower doors and shower curtains securely when bathing and wipe up any spillage.

Leave bathroom and shower doors open after use.

Do not air dry dishes or hang up clothes to dry indoors.

Open shades to allow light into the rooms of the unit.

Initial _____

Mold Clause P 2

Also if the lanai windows are closed, then leave the sliding glass doors between the living room and the lanai open or vise versa.

Tennant agrees to report in writing:

Any small areas of mold on non-porous surfaces (ceramic tile, formica, vinyl flooring, metal, or plastic, glass, wood, plaster) not due to leak or moisture problem, you are to clean the area with soap & water, let the surface dry, and within 24 hours to apply a non-staining cleaner, (undiluted Clorox Bleach, Clorox Cleanup, Tilex Mildew Remover, Lysol Disinfectant, pine scented Pine-Sol Disinfectant).

Any A/C or heating problems

Any leaks, moisture accumulations, major spillage

Plant watering overflows.

Shower, bathtub, sink, or toilet overflows.

Leaky faucets, plumbing issues.

Any moisture and musty odors.

Any discoloration of walls, baseboards, doors, window frames, ceilings.

Moldy clothing, refrigerator, and A/C drip pan overflows.

Moisture dripping from or around any vents, A/C condenser lines.

Loose, missing or failing grout or caulk around tubs, showers, sinks, faucets, countertops.

Initials _____