

Moore Property Management, LLC
745 12th Avenue South, Suite AA
Naples, FL 34102
Tel (239) 262-5051
Fax (239) 262-2643

APPLICATION CHECK LIST
(Attached to application)
"Owner or Agent" required information
BEFORE submitting for approval

Address _____ **Rental Dates:** _____ **to** _____

- _____ **Completed lease application.**
- _____ **\$_____ application fee, check payable to: The Association**
- _____ **Provide 2 (two) references:**
- 1) **Not a relative**
- 2) **Current residence, if renting Landlord or apt manager**
- _____ **Signed lease or sales contract.**
- _____ **Prospective tenant was given a copy of the Rules and Regulations.**
- _____ **Provide a copy of Drivers license.**
- _____ **Owner/rental agent understands tenant CANNOT move in until approved.**

Submitted by: _____ **Phone:** _____

Date Submitted: _____

TOWN MANOR, INC.
C/O MOORE PROPERTY MANAGEMENT
745 12TH AVE. SOUTH
NAPLES, FLORIDA 34102
(239) 262-5051
(239) 262-2643 FAX

APPLICATION FORM FOR RENTERS

Prospective renters shall complete this form and return them to **MOORE PROPERTY MANAGEMENT, INC.** – 745 12TH Ave. South, Naples, FL 34102. A **fifty-dollar application fee** payable to Town Manor, Inc. must be included with the application forms.

DATE: _____

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

APPLICANT'S NAME: _____

RESIDENCE ADDRESS: _____

LOCAL ADDRESS: _____

RESIDENCE PHONE: _____ LOCAL PHONE: _____

APARTMENT # _____

WHEN WILL YOU OCCUPY THE UNIT? _____

NUMBER OF PERSONS TO OCCUPY THE UNIT: _____

DATES OF ARRIVAL AND DEPARTURE: _____

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

APPLICANT

APPLICANT

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

CHARACTER REFERENCES

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

DATED: _____

APPLICANT

APPLICANT

_____ APPROVED _____ DISAPPROVED _____
BOARD SIGNATURE

Town Manor
1021 3rd Street South Naples, FL 34102

Moore Property Management
745 12th Avenue South Suite AA
Naples FL 34102
(239)-262-5051

NOTICE OF OCCUPANCY BY GUEST

Unit Number _____

Names of Guests to Occupy (No more than 6 guests permitted at a time.)

**Home address of
guests** _____

Relationship to owner: _____

Arrival Date _____

Departure Date _____

These guests have been informed of the By-Laws, Rules and Regulations of Town Manor Club Inc, and have agreed to conduct themselves accordingly. They are specifically aware that:

- Occupancy could not exceed six people at a time
- No person under 18 years is permitted without an adult.
- There is no smoking permitted by the pool,
- Pets are not permitted,
- Guests have been advised of the parking space number

Signed _____

Owner, Apt. Number _____

This completed form should be posted five days before occupancy.

Thank you

General Information

The rules and regulations contained herein have been approved and adopted by the Board of Directors of Town Manor Club, pursuant and in conformity with the by-laws of the Cooperative. Please be sure that the following information is available and updated from time to time.

1. Your name, unit number and telephone number.
2. Your office number, if any.
3. Your out-of-town addresses and telephone numbers.
4. Any other helpful information.
5. E-mail Address

Section 1. House Rules.

- a. The units shall be used only for residential purposes and not for any business or industrial commercial use. Each of the units shall be occupied only by one family, guests or tenants, as a residence and for no other purpose.
- b. Owners shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the property in any way.
- c. Common walks and areas shall not be obstructed, defaced, littered or misused in any manner. There shall not be any items (shoes, chairs etc.) what-so-ever to obstruct passage on any part of any walkway.
- d. No structural changes or alterations shall be made in any family unit, except upon approval of the plans by the Board of Directors. Said plans must be presented to the Directors at least 30 days prior to construction, and the Directors shall notify the owner of any restrictions on the work to be done, disposal of debris, and timing rules. Construction must be only on Monday through Friday during the hours of 8:00 am and 5:00 pm. Contractors may be asked to leave the property outside of these hours. Construction debris must be removed from the property, at the owner's expense, not put in the cooperative dumpster which is for usual domestic trash only. The Board may grant permission to the unit owner, at owner's expense, to place a temporary dumpster for construction waste. The size, type, and location of the dumpster must be approved by the Board. Care must be taken, when removing construction debris, so as not to damage the hand rails or other common elements.
- e. No soliciting will be permitted.

- f. Late farewells should be made within the units. Musical instruments, music players, radios, or television sets when played in a unit must be done in such a manner as to not be disturbing in other occupants residing in the building complex. This especially must be observed between the hours of 10:00 pm and 8:00 am. Be considerate of your neighbors.
- g. Outdoor cooking shall be permitted only on the gas grille provided by the Cooperative. There shall be no cooking on porches, or any other common areas. All rules for the use of the gas grille must be followed, as posted. They are as follows: The gas grille and picnic area maybe used only by adults (18 years or older) during the hours of 11:00 am and 9:00 pm. Gas must be turned off, and the grille cleaned, when cooking is completed.
- h. No signs or other appendage of any kind shall be attached to any building, or exhibited in any way what-so-ever, on the grounds of the Cooperative unless approved by the Board of Directors.

Section 2. Swimming Pool and Patio.

- a. The swimming pool is for the exclusive use of the unit owners of Town Manor Club, and their guests when the owner is in residence. Lessees may also enjoy pool privileges.
- b. No child under the age of 18 years may be in the pool at any time without the supervision of an adult. The adult must assume the responsibility and supervise those swimming under his/her supervision.
- c. The swimming pool may be used between the hours of 8:00 am and 10:00 pm and always at the swimmer's own risk. The Cooperative, it's Board and it's members shall not be responsible for any injury or damage received as a result of the use of the swimming pool, or any other common area of the Cooperative. It is acknowledged by all residents that there is no life guard, or other supervision provided for children or adults using the swimming pool or any other of the common areas of the Cooperative. There should be no congregating or conversation in the pool and patio areas between 10:00 pm and 8:00 am except at functions approved by the Board of Directors. Remember, voices carry, be considerate of your neighbors.
- d. The Florida Health Commission Rules require that all persons must shower before using the pool. Anyone with shoulder length hair must wear a bathing cap.

- e. Running, playing ball, unnecessary splashing, pushing or pulling others into the pool is prohibited.
- f. Breakable glass containers are not permitted in the pool and patio areas. Smoking is not permitted in the pool or patio areas. Chairs and other patio furniture should be covered with towels when using lotions. Chairs and other patio furniture should be returned to their original position after use.
- g. No person may leave patio furniture reserved but unoccupied for more than 30 minutes. Should this occur, the personal property of the occupier (towels, toys, etc) shall be removed and that particular furniture freed up for an immediate user. Toys, floats, etc. shall not be left in the pool area when the owner departs.
- h. Diving into the pool is not permitted. Swimmers should not offend or disturb other swimmers or people on the patio.
- i. Town Manor Club, its Directors, Owners and Management Company are not responsible for accidents or any kind in or about the pool, patio or any of other areas of Town Manor Club.

Section 3. Balconies and Porches.

When cleaning, curtail excessive use of water to avoid seepage to units below. Washing of removable screens should be done in the south parking area where a hose is available.

Section 4. Laundry.

- a. A laundry room is provided next to the pool. The hours for its use are from 7:00 am to 11:00 pm.
- b. There are two washers and two dryers available for use. When washing or drying is completed, remove clothing from the machines so they are available for someone else's use. **DO NOT TIE UP THE MACHINES!**
- c. Extreme care should be taken to see that all swimming suits, towels, etc. are free from all sand before placing them in the washers. Such foreign material will not only damage the equipment but any subsequent use of these machines will expose clothing to absorption of these sand particles.
- d. Clean washers and dryers when you are finished using the machines.
- e. Be considerate of others desiring to use the laundry facilities.

- f. Installation of washers and dryers is not permitted in individual units.

Section 5. Drying Clothes.

Drying of laundry, swimming suit, or any other articles of clothing by hanging them over the railings or outside of the owner's unit or in any of the common areas is strictly prohibited.

Section 6. Refuse.

Small amounts of table scraps, when necessary, should be ground up in the disposal. Do not put celery, onion skins, fruit rinds, coffee grounds or eggshells in the disposal. Be sure to flush your disposal with cold water before and after use. Please follow the following instructions for the use of the garbage disposal.

1. Turn cold water on "full" into disposal sink before starting unit.
2. After disposal has completed its grinding operation, turn disposal off.
3. Let cold water run at "full" volume for at least one minute. This allows not only your drain pipe to be flushed out but also the building's drain pipes to clear.

Section 7. Dumpster and Re-cycling Bin.

- a. Domestic household waste and refuse should be placed only in the large dumpster provided by Town Manor Club.
- b. Recyclables should be placed in the appropriate bins – cans, bottles and plastics in one bin, paper materials in separate bins.
- c. Trash and garbage should not be deposited in the dumpster after 10:00 pm or before 8:00 am.
- d. City waste management truck will remove only trash and garbage during their weekly pick-ups. Large items such as cabinets, furniture, wood and metal items must be removed from the common properties of Town Manor by the individual by calling a solid waste removal service. However, it is the responsibility of the individual for the removal or the individual responsibility for them will be billed by Town Manor Club for its removal.
- e. All occupants should make every effort to keep the dumpster and re-cycle area free of litter.
- f. All garbage or trash should be wrapped securely in suitable plastic bags and tied securely.

Section 8. Elevator.

Do not hold the elevator on any floor by keeping the door open or by any means except when loading groceries or parcels. Do not block elevator entrance.

Section 9. Children.

Children are the responsibility of the owner or lessee of the unit. They are not permitted to play in the pool area, stairway, elevator or common walkways, nor should they play with fixtures, sprinklers, hoses, shrubs, etc. Damage is the responsibility of the owner who shall be responsible for his lessees and occupants.

- a. No child under the age of 18 years old shall be permitted to reside unsupervised in any unit at any time.
- b. Parents and grandparents or the tenant the child is visiting shall be responsible for any damage caused by the child.

Section 10. Pets.

Absolutely no pets will be permitted in any unit or on Town Manor Club property either on a temporary or permanent basis.

Section 11. Parking.

Automobiles shall be parked only in the area provided for that purpose. There are 21 parking spaces which are assigned by the Board of Directors and are clearly marked with numbers. Those individuals with a second car may park on Third Street or Tenth Avenue. Parking space numbers are assigned by the Board of Directors. All guests visiting units must be informed and be required to park on the street. The Board of Directors should be notified should an unauthorized vehicle be parked in your assigned space. No commercial vehicles are allowed in these 21 assigned spaces. The reserved spaces are for contractors. Parking on the grass at any time is prohibited.

Section 12. Maintenance and Repair.

All maintenance and repairs to the inside of units are the responsibility of the unit owners. Maintenance and repairs to the outside of the building and common areas are the responsibility of the Cooperative. Owners should advise the Maintenance

Company or Board of Directors of any maintenance or repairs to the outside of the building and/or common areas. Those leasing or renting units should advise the unit owner or the Rental Agency of any repairs to the unit occupied.

Section 13. Occupancy of Units.

Units are designed for long term occupancy of no more than 4 persons.

- a. Guest Occupancy when the owner is in residency:
Children must be under adult control and supervision at all times. It is suggested that overnight occupancy should never exceed 6 persons.
- b. Guest Occupancy when the owner is NOT in residency: An owner may, on occasion, wish to permit relatives or friends to use his/her unit free of charge when he/she is not in residency. To protect the owner from unauthorized use, a form entitled "Request for Guest Occupancy" shall be completed and signed by the owner and sent to the Board of Directors. Occupancy should be limited to 6 persons per unit at anytime. This form must provide the name, address and relationship of each guest to the owner and the dates of arrival and departure. Such occupancy in any unit shall not be for any period in excess of 14 days, without the written approval of the Board of Directors. No person under the age of 18 years shall occupy a unit unless a responsible adult is in residency.
- c. Occupancy under lease or rental: No owner may rent or renew a lease on a unit without obtaining prior approval of the Board of Directors. An owner planning to lease his/her unit must obtain an application for "Permission to Lease". This form must be completed, including all of the names of those who will be residing, and return it to the Board of Directors, allowing 30 days for review. It is the responsibility of the renter(s) to meet with members of the Board of Directors upon their arrival for occupancy. At which time introductions will be made and discussions pertaining the Rules and Regulations of Town Manor Club will be discussed. The renter(s) will signify their understanding and acceptance of the Rules and Regulations by signing in the appropriate space on the Permission to Lease/Rent application. The decision of the Board of Directors shall be absolute and not questioned. Owners may lease or rent only once in a period from November 1 through April 30, and only once in the period from May 1 through October 31. Leases or rentals shall not be for less than one full month or 30 days or more than one year, but this shall not prevent a renewal lease to an approved lessee at the expiration of a one year lease, provided the renewal period be not more than one year. All rentals and renewals shall pay a \$50.00 charge. Lessees or renters may have house guest no more than 14 days out of any 30 day

period. Occupancy is limited to 6 persons per unit at any time. No lessee shall have house guests unless the lessee is in residency. Subleasing, renting or loaning a unit by lessee is prohibited.

- d. Occupancy Transfers: No unit owner may dispose of a unit or any interest in a unit by sale without approval of the new owner by the Board of Directors. The procedure is as follows:
1. The Board of Directors is to be notified of the intent to transfer the unit by sale.
 2. Application for membership to Town Manor Club is to be submitted to the Board of Directors at least 30 days before the closing sale of such time agreed by the Board of Directors.
 3. Personal interview of applicants by the Board of Directors must be conducted prior to closing of the sale.
 4. There shall be a review of references submitted on Application of Membership to and conducted by the Board of Directors.
 5. The decision of the Board of Directors shall be absolute and not open to question by either party.
 6. If any unit owner shall acquire his title by gift or inheritance, the Board of Directors shall be notified.
 7. There will be a charge of \$100.00 made upon issuance of a new stock certificate.

IMPORTANT CONTACTS

Moore Property Management
745 12th Avenue South
Naples, Florida 34102
(239)-262-5051

Police (non emergencies)
(239)-213-4844

All Emergencies- Fire, Police, Medical
911

Fire (non emergencies)
(239)-213-4900

Waste Management (for large item pick up)
(239)-649-2212

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.

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 _____

Mold Clause P 2

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Initials _____