

HAMILTON PLACE TOWNHOMES HOMEOWNERS ASSOCIATION INC. Application for Approval

Application Check List

Check the box that pertains to your Application

☐ **Application to Purchase** ☐ **Application to Lease**

Please submit the following for approval to Purchase/Lease in Hamilton Place Townhomes HOA:

- ☐ Completed Application
- ☐ \$100.00 Non-Refundable Application Fee – Made payable to **Hamilton Place Townhomes HOA**
- ☐ \$50.00 Non-Refundable Background check fee **per occupant** over the age of 18 years – Made payable to **ADG4 of Naples, LLC**
- ☐ Clear and legible copy of driver's license for each person over age 18
- ☐ Signed Pet Registration Form (if applicable) **Please include** Photos and vet records of ea. pet
- ☐ Copy executed Lease Agreement / Sales Contract
- ☐ Vehicle Registration Form

Application / Background Check Fees

\$100.00 Application Fee – This non-refundable fee should be made payable to **Hamilton Place Townhomes HOA** for the processing of the application.

\$50.00 Background Check Fee (per Applicant over the age of 18) – This non-refundable fee should be made payable to **ADG4 of Naples, LLC** for the required background check that is conducted on all occupants over the age of eighteen (18) years.

Application Submission

The application is not processed until all required documents and fees are submitted. The approval process requires twenty (20) days for completion from the date of complete submission of the application.

Mail Completed Application to: ADG4 of Naples, LLC
975 6th Avenue South, Ste. 101
Naples, Florida 34102
E-mail: info@adg4companies.com

NOTE: Lease term minimum of thirty (30) days, maximum of three (3) times in a calendar year.

In accordance with Section 12 of the governing documents of the Association this application must be submitted along with the required enclosures and \$100.00 application fee and \$50.00 background check fee for every occupant over the age of 18 twenty (20) days prior to occupancy to allow for processing time.

APPROVAL MUST BE RECEIVED PRIOR TO OCCUPANCY

HAMILTON PLACE TOWNHOMES HOMEOWNERS ASSOCIATION INC.

Phone 239-330-7533 Fax 239-234-5285
975 6th Avenue South, Suite 101 ~ Naples, Florida 34102

Closing Date: _____

Current Owner _____ Address _____

Term of Lease (if applicable) From _____ To _____

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR APPROVAL TO LEASE IN HAMILTON PLACE TOWNHOMES HOA, IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. THE APPLICANT(S) represent that the following information is true and correct and consent to further investigation concerning this information or any information which comes from that inquiry which is necessary for approval of this request.

Persons who will occupy the above Residence (living unit) are as follows:

Name _____ Relationship _____

Date of Birth: _____ Phone# _____ Email _____

Social Security Number _____ - _____ - _____ DL# _____

Applicants Present Address _____

City _____ STATE _____ ZIP CODE _____

Name _____ Relationship _____

Date of Birth: _____ Phone# _____ Email _____

Social Security Number _____ - _____ - _____ DL# _____

Applicants Present Address _____

City _____ STATE _____ ZIP CODE _____

Name _____ Relationship _____

Date of Birth: _____ Phone# _____ Email _____

Social Security Number _____ - _____ - _____ DL# _____

Applicants Present Address _____

City _____ STATE _____ ZIP CODE _____

Hamilton Place Townhomes Homeowners Association has the right to perform background and credit checks on all applicants. By completing this authorization form, I give Hamilton Place Townhomes Homeowners Association the right to administer a background and credit check as a part of the application approval process. Include with this form a non-refundable check made out to ADG4 of Naples, LLC. Each background check is a non-refundable fee of \$50.00. Include copy of photo ID.

Current Place of Employment

Name _____ Address _____
City/State _____ Telephone _____
Length of Employment _____ Supervisor _____
Monthly Income \$ _____ if asked can you provide proof of Income Yes _____ No _____

**Applicant has received and reviewed the rules and regulations prior to their
Pending Lease or Purchase within Hamilton Place Townhomes Homeowners
Association**

It is the desire of the present owners of the Association to welcome you to an environment in which pride in ownership and adherence to all Rules and Regulations will ensure a private and ideal community life.

Signature _____ Date: _____

Signature _____ Date: _____

The Following items must be read and signed by applicant for lease

I (We) further agree that in the absence of the owners, the Association is granted full power to take whatever action necessary, including eviction, to prevent or stop violations by lessees and their guests. Prospective Tenants understand that the Association or Management Office may use the application to perform a background, prior landlord, credit, and police records review prior to approval.

Signature _____ Date: _____

Signature _____ Date: _____

Signature _____ Date: _____

Return ALL completed items above items to:

**ADG4 of Naples, LLC ~ 975 6th Avenue South, Ste. 101
Naples, Florida 34102 ~ info@adg4companies.com**

For Association/Management Members ONLY:

☐ ASSOCIATION APPROVAL ☐ MANAGEMENT APPROVAL ☐ DENIAL

SIGNED BY: _____ DATE: _____