

Vista Townhomes at Heritage Bay Assn., Inc.

Sale/Lease Application

20 DAY PROCESSING

Instructions:

1. Please read the application & fill out the application in its entirety. **Incomplete applications will not be processed. It's the unit owner's responsibility to ensure that the application is filled out completely prior to submission.**
2. **Application fee of \$250 and background check via RentSpree** made payable to the **Vista Townhome at Heritage Bay Association, Inc.** (checks can be dropped off onsite at a drop-box at the pool inside the community, checks must be placed in an envelope with the building/unit #with the owner/tenant's name written on the envelope to ensure proper posting and timely processing.)

**Vista Townhomes at Heritage Bay Association, Inc.**

Email: [manager@vistaheritagebay.com](mailto:manager@vistaheritagebay.com)

**APPLICATIONS MUST BE SUBMITTED VIA PDF IN ONE FILE AND EMAILED**

\*The application fee covers the costs for a third-party agent in the processing of a complete application, background & credit check processing, reference verification & tenant screening which includes phone calls, letters, and emails. A tenant application can take up to 20 days for processing. The application fee is not refundable, even if the potential owner(s) or tenants are not approved for occupancy.

3. Applications **MUST INCLUDE** the current owner's name, address, phone number & email address on the application **or they won't be processed.**
4. **Copy of Sales Contract AND Lease if unit is being rented.**
5. **APPLICATIONS MUST be submitted by the owner of record or prospective owner, NOT the realtor or rental agent or it won't be processed. The Association has a legal obligation to work with the owner and not obligated to work with an agent.**
6. Adult occupants over the age of 18 must provide a copy of a current driver license, state issued ID or Passport required to successfully screen equally to any other applicant. **International background checks requiring additional expense & time to process to be billed to the owner's ledger as incurred.**
7. A copy of the vehicle registration will be required for each vehicle issued and must be registered to the applicant(s), **providing the following:**
  - Max two (2) decals issued, one decal per driver with approved vehicle. Example -One tenant, one decal and two tenants; two decals.
  - **Provide copies of registration, must be registered to tenant on the lease. No corporate owned vehicles allowed. (company or LLC)**
  - **Photo of license plate for each vehicle.**
  - Gate Passes will be issued once the application is approved and once any fees have been paid.

**ACCESS EXPENSE FOR GATE AND POOL**

ACCESS KEY FOB FOR POOL: \$50 each

GATE BARCODE: \$25 each (2 max) ~ GUEST PARKING PASS: \$25 each - first issue, \$50 for replacement

**CERTIFIED CHECK/MONEY ORDER PAYABLE TO: VISTA AT HERITAGE BAY COMMONS ASSN., INC.**

*FOLLOWING APPROVAL OF LEASE OR CLOSING OF SALE* (Fees for access key fobs/barcodes **MUST** be dropped off onsite at a drop-box at the pool **AND** placed in an envelope with the building/unit #with the owner **AND/OR** Tenant name written on the envelope. Once the check is dropped email [manager@vistaheritagebay.com](mailto:manager@vistaheritagebay.com) to arrange for door drop off. It's up to the person requesting the barcode to ensure payment is deposited and request for barcode/key-fob is properly requested.)

**APPLICATION FOR PURCHASE/LEASE  
CREDIT/BACKGROUND SCREENING AUTHORIZATION**

**UNIT DETAILS**

**PARCEL ADDRESS** \_\_\_\_\_ Gervais Cir, Unit# \_\_\_\_\_ Naples, FL 34120

**CURRENT OWNER INFORMATION**

**NAME** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**DO YOU HAVE A PROPERTY MANAGER – YES/NO (CIRCLE) if YES provide info below**

**CONTACT NAME** \_\_\_\_\_ **EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**OCCUPANCY**

Rent or occupy unit \_\_\_\_\_ estimated closing date \_\_\_\_\_

**APPLICANT 1/PERSONAL HISTORY**

Applicant 1 full name \_\_\_\_\_ Social Security # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

Date of Birth \_\_\_\_\_ State of Origin \_\_\_\_\_ Maiden Names/Aliases \_\_\_\_\_

List all Cities/States lived \_\_\_\_\_

Consent to email/Electronic Communication \_\_\_\_\_ YES/NO \_\_\_\_\_

Employer \_\_\_\_\_ Years at employer \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Supervisors Name \_\_\_\_\_

**APPLICANT 2/PERSONAL HISTORY**

Applicant 2 full name \_\_\_\_\_ Social Security# \_\_\_\_\_

Date of Birth \_\_\_\_\_ State of Origin \_\_\_\_\_ Maiden Name/Aliases \_\_\_\_\_

List Cities/States you've ever lived \_\_\_\_\_

Consent to email/Electronic Communication \_\_\_\_\_ YES/NO \_\_\_\_\_

Employer \_\_\_\_\_ Years at employer \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Supervisors Name \_\_\_\_\_

**Occupancy History:**

Present Rent \$ \_\_\_\_\_ When Due \_\_\_\_\_ Lease \_\_\_\_\_ Expires \_\_\_\_\_

Reason for moving \_\_\_\_\_

**Present Address** \_\_\_\_\_ How Long \_\_\_\_\_

Present Landlord \_\_\_\_\_ email/phone \_\_\_\_\_

**PARCEL OCCUPANCY**

Number to Occupy Premises: Adults \_\_\_\_\_ Children (under 18) \_\_\_\_\_

LIST / NAMES/AGES \_\_\_\_\_

**EMERGENCY CONTACT/REFERENCES**

Emergency Contact/ Nearest Relative \_\_\_\_\_

Address \_\_\_\_\_

Contact # \_\_\_\_\_

PERSONAL REFERENCES:

(1) NAME \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_ RELATION \_\_\_\_\_

(2) NAME \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_ RELATION \_\_\_\_\_

**CAPITAL CONTRIBUTION**

**PURCHASE ONLY**

Expected - Closing Date \_\_\_\_\_ I/WE understand that a Copy of Sales contract must be provided to VISTA TOWNHOMES with the completed application. I/We understand that **\$3,500.00 CAPITAL CONTRIBUTION** to be **MADE OUT via CERTIFIED CHECK to the Vista Commons at Heritage Bay Assn.** due/payable at closing\*. **THIS WILL BE REFLECTED ON THE ESTOPPEL AS A PASS THROUGH TO THE VISTA TOWNHOMES.**

**INITIAL** \_\_\_\_ If the closing occurs without the fee being paid, owner will be billed to owner and due in full.

**DOG/CAT PET RESTRICTIONS**

~There is a TWO household pet MAX – (i.e. one cat/one dog or two dogs). **INITIAL** \_\_\_\_  
~**DOGS ARE NEVER TO BE LEFT OUTSIDE UNATTENDED or allow to roam unleashed.** **INITIAL** \_\_\_\_  
~**Keeping a dog is a privilege & not a right.** Dogs deemed to be a nuisance are considered a threat, vicious, unleashed, a history of uncollected excrement may be required restriction/removal from Townhome premises. **INITIAL** \_\_\_\_  
**TENANTS ARE ALLOWED ONE PET MAX (i.e. one cat/one dog)**

Any Litigation – such as: Evictions, suits, judgments, bankruptcies, foreclosures? If yes, give details

\_\_\_\_\_ Date(s) \_\_\_\_\_

**VEHICLES/PARKING RESTRICTIONS**

(1) Vehicle/year \_\_\_\_\_ make \_\_\_\_\_ model \_\_\_\_\_ (2) Vehicle/year \_\_\_\_\_ make \_\_\_\_\_ model \_\_\_\_\_

COMMERCIAL VEHICLES are prohibited and can never be parked at any time in the lot **INITIAL** \_\_\_\_\_

*I have read the above application; that the information contained therein is true and correct. I understand that this application shall be incorporated in and become a part of the sale of the premises sought and if incorrect or untrue shall be grounds for cancellation of the sales agreement. I authorize a background investigation which includes a criminal screening and credit check to be made whereby information is obtained through interviews with my landlord (s), or others with whom acquainted. This inquiry may include information as to my character, general reputation, and personal character.*

APPLICANT 1- PRINT/SIGN NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 2 - PRINT/SIGN NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Vista Townhomes at Heritage Bay Assn., Inc.  
ESTOPPEL REQUESTS**

**EMAIL REQUESTS:** [manager@vistaheritagebay.com](mailto:manager@vistaheritagebay.com)

**ASSESSMENTS OR FINANCIAL QUESTIONS MUST BE SENT TO:**

Kevin A Marretta, CPA, CVA  
Unsworth, Marretta & Unsworth, CPAs, LLC  
3960 Radio Road Suite 203  
Naples, FL 34104  
Office - 239-649-8111  
Email: [kevin.marretta@umucpa.com](mailto:kevin.marretta@umucpa.com)

**VISTA TOWNHOMES AT HERITAGE BAY ASSN, INC.**

**RULES AND REGULATIONS ADDENDUM**

\_\_\_\_\_ I understand that the Vista at Heritage Bay is a deed restricted community and there are by-laws that govern the community. All residents must abide by these whether an owner, tenant, or guest. I further understand that I am responsible for the actions of any visitor or guests, which includes minor children. This includes conduct at entering and exiting the gate, conduct at or around the dumpster cribs, at or around the pool or pool enclosure.

\_\_\_\_\_ I understand that satellite dishes require prior approval and must NOT be installed on the Stucco or roof. Proper installation is allowed mounted on a post within the parcel footprint within the unit plat of survey.

\_\_\_\_\_ I understand that the parking lot is for residents only and occasional overnight guests. It is a permit only lot and vehicles are inventoried and subject to towing at the owner's expense if not registered with the association. I understand that my vehicle is to be free of leaks that if my vehicle leaks mechanical fluid on the pavement, it will become the owner's financial responsibility to cure it. I understand vehicle repairs outside of an emergency battery jump or flat tire are restricted. Vehicle washing is also prohibited at any time. (VTH Declaration, Page 24, Article 11, Section 11.12, a-d)

\_\_\_\_\_ I understand screened lanais are for patio items only. NO dogs, cats, reptiles, fish, birds, storage boxes, indoor furniture, bottles, trash, or grills. Drying clothing or towels not permitted on the outside of any unit, doorway/lanai and storing gas cans, garbage cans or other items must not be visible on the lanai or in the entryway or on the property. Owners must maintain landscaped areas outside of ordinary maintenance and keep doors, entryways, lanais clean, tidy and free of refuse at all times. (Vista TH Decl, Page 23, Article 11, Section 11.7-11.9, 11.9; Collier County Ord Section 54-179-54-185)

\_\_\_\_\_ I understand that personalizing the front entryway is permitted under Architectural powers set forth, including: one decorative pot with a tasteful live or synthetic foliage w/drip tray not exceeding a 15" diameter, a shepherd's hook on the exterior pillar with a live plant. (Vista TH Declaration, Page 9, Article 5)

\_\_\_\_\_ I understand that the pool is a common area for everyone to enjoy and restricts smoking, eating, drinking alcohol, grills, coolers within 25 feet of the pool enclosure. Owners are personally responsible for the actions or damages of any guest or visitor that I invite there including patio furniture. Dogs or pets of any kind are not allowed within 25 feet of the pool enclosure. When the pool is locked entering the area is restricted. Pool hours are from dawn to dusk.

\_\_\_\_\_ I understand that 2-pet MAX. Pets are not to be left outside unattended, leashed in yards, porches, or lanai. Keeping a dog is a privilege not a right. Dogs deemed a nuisance if vicious, unleashed, or the owner has a history of uncollected excrement. If the opinion of the Assn is that any pet becomes an unreasonable annoyance to others, or the owner fails or refuses to comply with these restrictions, the owner, upon written notice, may be required to remove the pet from the Townhome. Service animals are not considered pets (Vista TH Decl. Page 25, Article 11, Section 11.15)

\_\_\_\_\_ I understand that the lake within the community prohibits swimming, tubing, boating, or wading. I further understand alligators are in the lake and on the lake bank and it is a violation of federal law to feed them.

\_\_\_\_\_ I understand landscaping on an owner's lot restricts alteration the plant bed requires approval. Mulch added outside of the annual maintenance rotation require replacement with exact material/color at owner expense. Removing trees, palms or shrubs are prohibited, which an owner will be charged back to restore. Townhome owner parcels have a plat of survey, which owners are responsible for the expense of replenishments outside of annual replacements not budgeted by the association. (Vista TH Decl. Page 25, Article 11, Section 11.14)

\_\_\_\_\_ I understand that if I am a tenant that subleasing is not allowed and **occupants not on the lease cannot live in the unit**. Should the occupancy of my unit change it will require that person a background/credit/tenant screening for any person over the age of 18 with a full application and fee processed through Tenant Evaluations. Leases must be no less than 30 days, or one month and owners are responsible for the conduct of tenants or guests. (Vista TH Decl. Page 22, Article 11, Section 11.2-11.4)

\_\_\_\_\_ I understand Owners, guests, including children are never touch or go near fire safety equipment, no horseplay in parking lot in landscape beds and in or around dumpsters enclosures. **I understand that children 12 and under MUST be accompanied by an adult over the age of 18 before going into the pool and pool enclosure.**

SIGNED \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ Gervais Circle - Unit # \_\_\_\_\_ NAPLES, FL 34120

**OWNER OCCUPANT** – YES/NO- **TENANT** – YES/NO

**OWNER SIGNATURE** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Vista Townhomes at Heritage Bay Assn, Inc.**

*Gate Decal and Pool*

**SALE/LEASE**

ADDRESS \_\_\_\_\_ GERVAIS CIR, UNIT # \_\_\_\_\_ Naples, FL 34120.

**CURRENT OWNER:**

Owner TEL \_\_\_\_\_ Owner Email \_\_\_\_\_

**PROPERTY MANAGER** \_\_\_\_\_ Tel \_\_\_\_\_

EMAIL \_\_\_\_\_

**APPLICANTS NAME** \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

**LEASE DATES:**

VEHICLE #1 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ PLATE #/STATE \_\_\_\_\_

VEHICLE#2 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ PLATE #/STATE \_\_\_\_\_

\_\_\_\_\_ I understand that parking on streets are prohibited and limited to designated areas only. Pool parking is for owner/guest use while visiting amenity campus.

\_\_\_\_\_ I understand that parking on grass and lawns is prohibited, parking outside of an assigned parking or guest space is prohibited.

\_\_\_\_\_ I understand that tenant (s) renting a home in the Vista Townhomes that **access barcodes will cease to be valid on the date of the lease expiration**. It is an owner responsibility to contact the Vista Townhomes at Heritage Bay Assn, Inc. within 30 days in advance of the lease expiration to obtain approval to lease renewal and ensure approval

\_\_\_\_\_ I understand that before being issued a barcode for any vehicle will require providing a copy of the car registration of the vehicle and the driver's license will be required prior to issuance. Photo ID's must match the name on the car registration. Rental cars require lease agreement to be supplied to the association.

*I certify that I have read the above parking restrictions agree to abide by the rule and regulations set forth. I also understand that my vehicle is subject to being towed if parked in any undesignated area. Fines or damages will become the responsibility of the owner and billed to the parcel. I understand that any damage to my vehicle while parked with in the Vista Townhomes community is my own responsibility and Vista Townhomes at Heritage Bay Association, Inc. be held harmless.*

Vehicle Owner – PRINT NAME \_\_\_\_\_

Signature: \_\_\_\_\_ DATE \_\_\_\_\_

**ACCESS EXPENSE**

**ACCESS CARD FOR POOL:** \$50 each

**GATE ACCESS DECALS:** \$25 each (2 max)

**GUEST PARKING PASS:** \$25 each - first issue, \$50 for replacement

**~CHECKS FOR ACCESS EXPENSES TO BE MADE OUT TO ~**

**VISTA AT HERITAGE BAY COMMONS, INC.**

Vista Townhomes at Heritage Bay Assn, Inc.  
DISCLOSURE/RELEASE BACKGROUND CHECK

APPLICANT 1

PRINT FULL NAME	SOCIAL SEC. #	
PRINT ALL OTHER NAMES USED	DATE OF BIRTH	
STREET ADDRESS		
CITY, STATE AND ZIP		
Driver's License #	Exp. Date	State Issued

I hereby give consent for an investigation producing a consumer report to be prepared for tenant/sale screening purposes. This which may include information obtained through Law Enforcement Agencies, State Agencies, as well as Public Record: including credit reports, social security data, criminal history, motor vehicle records as allowed by law.

With understanding, this authorization shall remain on file, which shall serve as a continuing authorization for Tenant Evaluations, and/or Vista Townhomes to procure consumer reports and/or investigative consumer reports for the above purpose, at any time during your tenancy or residency. I further understand that my background screening may be shared with parties such as the landlord-owner, Association(s), and/or designated agents of the Vista Townhomes of which, I give consent.

My signature certifies I have read and agree with the above statements, as well as acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" access a copy at <https://www.consumerfinance.gov/learnmore/>

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Vista Townhomes at Heritage Bay Assn, Inc.  
DISCLOSURE/RELEASE BACKGROUND CHECK

APPLICANT 2

PRINT FULL NAME	SOCIAL SEC. #	
PRINT ALL OTHER NAMES USED	DATE OF BIRTH	
STREET ADDRESS		
CITY, STATE AND ZIP		
Driver's License #	Exp. Date	State Issued

I hereby give consent for an investigation producing a consumer report to be prepared for tenant/sale screening purposes. This which may include information obtained through Law Enforcement Agencies, State Agencies, as well as Public Record: including credit reports, social security data, criminal history, motor vehicle records as allowed by law.

With understanding, this authorization shall remain on file, which shall serve as a continuing authorization for Tenant Evaluations, and/or Vista Townhomes to procure consumer reports and/or investigative consumer reports for the above purpose, at any time during your tenancy or residency. I further understand that my background screening may be shared with parties such as the landlord-owner, Association(s), and/or designated agents of the Vista Townhomes of which, I give consent.

My signature certifies I have read and agree with the above statements, as well as acknowledge receipt of "A Summary of Your Rights Under the Fair Credit Reporting Act" access a copy at <https://www.consumerfinance.gov/learnmore/>

\_\_\_\_\_  
SIGNATURE