

Before submitting your Lease for processing you **MUST** have the following attached:

- Completed application- **EVERYTHING** must be filled out in order to process.
- Application Fees- check for \$150.00 made payable to **COMPASS POINT SOUTH AT WINDSTAR**
- *(Applications will not be processed without fees)*
- Lease contract (signed copy)
- Background form
- You will need to complete an application for Windstar Master-Mitch Johnson  
239-775-3400 ext. 202 mitch@windstarmaster.com
- Other (all required documents are listed on page one of lease application)

**Please do not submit partial packages.** Applications are not considered received until **ALL** documentation is submitted. Incomplete applications will be reviewed and sent back.  
Applications **must be submitted 20 days prior to Lease Occupancy.** Any application(s) submitted less than 20 days prior to the lease start date may have their start date delayed.

**Please submit the Complete Application to:**  
**Resort Management: 2685 Horseshoe Dr. S. #215 Naples, FL 34104**  
**lwinebrenner@resortgroupinc.com**

If you have any questions, please feel free to contact us at 239-649-5526. You may drop off your application at Resort Management office Monday-Friday 9am to 4pm.

**Incomplete applications will not be processed.**

.....

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Realtor's Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

**This form needs to be signed and submitted with completed application.**

**COMPASS POINT SOUTH AT WINDSTAR CONDOMINIUM ASSOCIATION, INC.**

**Lease Application**

**Must be submitted 20 days prior to lease occupancy**

**Return to: Compass Point South at Windstar  
C/O Resort Management  
2685 Horseshoe Dr. S #215, Naples, FL 34104  
PH: 239-649-5526  
Email: Lwinebrenner@resortgroupinc.com**

**Date:** \_\_\_\_\_

**Name of Current Owner:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

[ ] I (we) hereby apply for approval to lease (unit address & unit #) \_\_\_\_\_

Starting \_\_\_\_\_ Ending \_\_\_\_\_

Lease Amount: \_\_\_\_\_

Rental/Leasing Agent/Owner \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE: Lease term minimum of thirty (30) days or one month, maximum of three (3) times per calendar year.** In accordance with the governing documents of the Association, **this application must be submitted along with required enclosures and application fees, twenty (20) days prior to occupancy to allow for processing time.** Tenants may not move in until the Association has tendered official approval of their lease, and further, that moving in prematurely constitutes grounds for disapproval.

**Please submit the following: (Incomplete Applications will be returned)**

- a. A signed copy of the lease contract
- b. A non-refundable check for \$150.00 payable to Compass Point South at Windstar
- c. Number of applicants must match lease contract
- d. A background form
- e. A completely filled out application form. (Partially completed forms will not be considered)

**Separate applications must be completed for co-applicant (excludes married couples).**

I (we) represent that the following information is complete and true. I (we) agree that any misrepresentation in this application will justify automatic rejection. I (we) consent to additional inquiry concerning this application, including a background check and credit check.

**TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION**

**Full Name of Applicant:** \_\_\_\_\_

**Full Name of Spouse:** \_\_\_\_\_

**Current Home address:**

\_\_\_\_\_ Street number/name City State, Zip code

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Current employer:** \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Tel. Number \_\_\_\_\_

Length of time in Position: \_\_\_\_\_ Supervisor's name \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Citizen of U.S.? \_\_\_\_\_ **if no, submit document copy of residency authorization or passport photo page.**

Are you an active service member as defined by Florida Statute 250.01(21)? Yes \_\_\_\_\_ No \_\_\_\_\_

Make of Car: \_\_\_\_\_ Year: \_\_\_\_\_ License No. \_\_\_\_\_ State: \_\_\_\_\_

Second car: \_\_\_\_\_ Year: \_\_\_\_\_ License No. \_\_\_\_\_ State: \_\_\_\_\_

Use of this home is for single residence only. Two occupants per bedroom.

Please list the names, relationship and age of all persons who will occupy your home in addition to the applicants above.

NAMES	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? Yes \_\_\_\_\_ or No \_\_\_\_\_

If yes, please include details \_\_\_\_\_

In case of emergency notify \_\_\_\_\_ Tel# \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Any litigation such as evictions, suits, judgements, bankruptcies, foreclosures, etc? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details and dates \_\_\_\_\_

(Please use the back of this page if more space is needed)

**I have received, read and agree to abide by the Rules and Regulations of Compass Point South at Windstar Condominium Association, Inc.**

\_\_\_\_\_  
**INITIALS**

\_\_\_\_\_  
**INITIALS**

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.

The prospective tenant(s) understands that the Association or its manager may use the above application to perform a background, prior landlord, credit and police records check on the applicant(s) listed above. This information will be kept confidential and may be used to approve or disapprove the applicant(s).

Occupancy prior to Board of Directors approval is prohibited.

The tenant(s) will be advised by the Association's Management whether this application has been approved.

1. No Pets are allowed in leased units. \_\_\_\_\_ (please initial)
2. NO OVERNIGHT PARKING OF TRUCKS, BOAT TRAILERS OR MOTOR HOMES IS PERMITTED.
3. No lease unit shall be subleased or loaned to another party.
4. I/we are aware of and agree to abide by the Condominium Documents of Compass Point South at Windstar, and any and all Association rules and regulations in effect during the term of my (our) occupancy. I acknowledge receipt of a copy of the Association's rules.

**I (we) have read, understood and agree to all statements above.**

**Applicant signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

**Acceptance on behalf of Compass Point South at Windstar**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Authorized Representative  
For the Board of Directors

# COMPASS POINT SOUTH RULES AND REGULATIONS

(Revised February 2018)

## 1. OWNERS RESPONSIBILITIES

- a. It is the owner's responsibility to notify the Association and its Management Company, in writing, of temporary and permanent changes of address and changes in telephone numbers.
- b. It is the owner's responsibility to give a copy of the Rules and Regulations of the Compass Point condominium association to all guests and lessees.
- c. It is the owner's responsibility to obtain prior written approval from the association and to obtain all required permits from Collier County for all remodeling work, alterations and improvements done in his/her unit or its appurtenant limited common elements. **All trash & boxes must be removed from the property.** Forms and guidelines can be obtained from the Property Management Company.

## 2. EMERGENCIES

- a. In the event of an **emergency any time day or night** owners should do the following:
  - I. Phone 911
  - II. Phone the **Windstar** Security Guard Cell Phone (239-580-8616)
  - III. **If after hours, Saturday, or Sunday call the Property Management Company and follow the prompts.**
- b. Owners who plan to be absent from their units for an extended period **must** designate a responsible firm or individual to care for the unit during the owner's absence. It is the owner's responsibility to provide the contact information of the firm or individual to the Property Management Company.
- c. Owners **must** provide a key to the Property Management Company to be used to access units in emergencies when the owner is not in residence.
- d. In the event of a disturbance, threatening/suspicious activity, or a property-threatening emergency any time of day, owners should phone the Property Management Company

## 3. FACILITIES

- a. The common areas are for the exclusive use of owners, lessees and guests.
- b. Elevator doors should never be propped open; they also should not be held open for more than a few seconds.
- c. Children are not permitted to play in elevators.
- d. Any person who wants to use an elevator to transport or move furniture or appliances should first notify the association via phone call or email to the Management Company of such intended use. Sufficient padding should line the interior of the elevator to prevent damage.
- e. No alterations may be made to any common area without the written permission of the Association.

# COMPASS POINT SOUTH RULES AND REGULATIONS

(Revised February 2018)

- f. Any damage to any part of the common area will be corrected at the expense of the owner. Owner is responsible for the damage caused by his or her guests, contractors or lessees.
- g. Balconies, as opposed to lanais, are part of the common areas. No items may be hung from the balcony railings, unless authorized by the Association. Sun bathing is not permitted on the balconies or in the courtyards and parking areas.
- h. Balconies, walkways and courtyards are not to be used to store bicycles, baby carriages, etc.
- i. Bicycles should be stored in the bicycle racks provided in the storage areas or, while the owner is in residence, in the owner's covered parking space. All bicycles MUST be removed from outside areas when owners are not in residence.
- j. Nothing should be thrown from lanais, balconies or walkways.
- k. No outdoor cooking is permitted anywhere on Association Property, including lanais and balconies.
- l. Owners must turn off the water to their units when the units are not occupied for more than one day.
- m. No recreational/non-recreational equipment/material (such as basketball nets, volleyball nets, croquet sets, etc.) shall be placed on any portion of the Association Property without the written permission of the Association.
- n. Do not feed outdoor cats and wildlife.

## **4. REFUSE AND CLEANING**

- a. Garbage must be bagged and placed inside one of the dumpsters provided on the property. Paint cans, car batteries, tires and toxic materials should be taken to the nearest recycling center for disposal; **THEY SHOULD NOT BE PLACED IN THE DUMPSTERS.** All refuse must be placed inside the dumpsters: no refuse of any kind is to be placed beside the dumpsters. **TO AVOID HAVING ADDITIONAL CHARGES IMPOSED ON COMPASS POINT, DO NOT LEAVE ANY REFUSE OR RECYCLABLES ON THE GROUND OR ON TOP OF CONTAINERS.**
- b. All boxes must be broken down (i.e., flattened) and be placed in the containers that are labeled **RECYCLE**. **If the box is too large for the recycle containers (bins), they should be flattened and placed in the dumpster.** All cans, glass, plastic food containers and other items permitted by Collier County should be placed in the **RECYCLING** containers. **If the recycle container (bin) is full put recycles into the dumpster.** In Collier County, all recyclables are single string, which means that recyclables do not need to be sorted before they are placed in the recycling bin. In other words, metal, paper, plastics, glass and other recyclable materials can all be placed in the same bin. **PLEASE NOTE THAT STYROFOAM FOOD TRAYS AND EGG CARTONS ARE RECYCLABLE, BUT STYROFOAM PACKING PEANUT ARE NOT RECYCLABLE IN COLLIER COUNTY.**
- c. The closest recycling center is located 5 miles from Windstar, at 2640 W. Enterprise Ave. (off Airport road at the north end of Naples Airport). Hours of operation are 8:30 am to 4:30 pm, Tuesday through Saturday. Telephone (239)643-3099 if you need more information.

# COMPASS POINT SOUTH RULES AND REGULATIONS

(Revised February 2018)

- d. Contractors, renovators, and remodelers may not dispose of materials in the dumpsters; they must dispose of these materials off-site.
- e. Furniture, appliances and other items too large to fit into the dumpsters should be hauled to a disposal site; they may not be stored overnight outside an owner's unit.

## **5. LEASES, SALES AND GUESTS**

- a. Association approval is required for the lease or sale of a unit. Applications, accompanied by the required fees, must be submitted to the Association, via the Management Company for approval, 20 days prior to the closing or the intended lease occupancy date. Failure to gain Board approval or to pay the application fee of \$100 shall constitute valid grounds for eviction. Moreover, the Windstar Master Association may not grant entry to leases who have not submitted an application.
- b. No unit may be leased for more than three times per year, or for a period of less than one month. No unit may be sub-leased by a lessee. Safety and security are a prime concern of fellow owners; therefore, the lease requirements will be strictly enforced.
- c. Owners intending to allow guests to occupy their unit when the owner is not in residence must complete a Guest Registration form at least one week prior to guest occupancy. You may request this form and submit it to the Property Management Company. Owners also must contact the Windstar master Association to provide details of guests in order for them to be admitted to Windstar.
- d. Owners must provide copies of the Compass Point Rules and Regulations to their guests and lessees.

## **6. NOISE**

- a. Disturbing noises that violate the rights of your fellow unit owners and occupants will not be tolerated.
- b. If you use TV's radios, stereos, etc. between the hours of 11:00 pm and 7:00 am, please keep them in low volume.
- c. Washers and dryers should not be operated between the hours of 11:00 pm and 7:00 am.

## **7. POOLS**

- a. All residents and their guests use the pool areas at their own risk.
- b. Swimming is permitted only between dawn and dusk.
- c. No glass or breakables are allowed in the pool or at poolside.
- d. Children twelve (12) years of age or younger must be accompanied and supervised by an adult at all times.
- e. Rafts and other floatation devices may be used only when they do not interfere with swimmers using the pool.
- f. Radios are permitted at the pool only if they are used with headphones.
- g. Cell phones should be used only outside the gated area of the pools.
- h. Smoking is permitted only outside the gated area of the pools.
- i. Pets are not permitted in the pool or on the pool deck.

# COMPASS POINT SOUTH RULES AND REGULATIONS

(Revised February 2018)

- j. Furniture must be covered with a towel before using lotion /oils; lotions/oils must be removed before entering the pool.
- k. All personal items from the pool area (including flotation devices) must be removed when you leave the pool; do not leave them in the restrooms or elsewhere within the fenced-in pool area. Personal items not removed from the pool area will be deposited in the dumpsters.
- l. Use only paved paths to exit and enter the pool; do not crawl through shrubbery.

## **8. VEHICLES**

- a. Covered parking spaces are assigned to specific unit numbers. These spaces are for the exclusive use of the unit occupant.
- b. If additional parking space is required, the uncovered parking areas may be used.
- c. Owners are responsible for the cost of repairing any damage done to the parking areas by oil leaks/spills or other discharges from vehicles operated/owned/leased by themselves or their lessees/guests; this includes damage done to assigned covered parking spaces and to other areas of the parking lot.
- d. Any vehicles which cannot operate under their own power may remain on the Association's property for a period no longer than 24 hours. No vehicle repairs may be made on association's property.
- e. Vehicles should not be washed on Association property between the covered parking areas and the buildings; they may be washed in the parking areas closest to Haldeman Creek Drive.
- f. **NO OVERNIGHT PARKING OF TRUCKS OR MOTOR HOMES IS PERMITTED.** No unit owner, guest or lessee shall bring upon the association property a commercial van, truck, trailer, camper, kayak, canoe, boat or boat trailer that will be on the property overnight.

## **9. PETS**

- a. Each owner may keep one dog OR one cat weighting 25 pounds or less; tenants and lessees are NOT permitted to have pets in leased units.
- b. All dogs must be kept on leashes when outside the unit. Owners are expected to be responsible and to practice good dog walking etiquette.
- c. Because their urine and feces damage landscaping, pets must be kept off groundcovers, grass near the buildings and other ornamental plantings. All pets are to be toileted in the grassy area along the swale on the far side of the parking lots.
- d. Pet droppings must be removed from the grounds; please carry a plastic bag and deposit it in the dumpster when exercising pets. It is a good idea to carry a small spray bottle of water to treat the area when dogs defecate.

## **10. LANDSCAPING**

- a. No shrubbery, trees or flowers shall be planted, removed or trimmed without the written approval of the Association. Owners may plant annuals with the approval of the Grounds committee. However, they must maintain them or remove them when they leave.

## **11. SOLICITATIONS**

- a. No solicitation is permitted by any person, anywhere in the buildings, for any cause, charity, or any other reasons.

# COMPASS POINT SOUTH RULES AND REGULATIONS

(Revised February 2018)

## **12. VIOLATIONS OF RULES & REGULATIONS**

- a. Any violation shall be reported in writing to the property management company. Violations will be called to the attention of the owner, the party involved (Lessee/Guest) and the Association.
- b. If the violation is not corrected after appropriate notification, the Association will impose a fine of \$100.00 per day up to \$1,000.00.



**BACKGROUND/CREDIT CHECK APPLICATION**

PROPERTY INFORMATION				
Address		City	State	Zip Code
Move-In Date	Move-out Date (if applicable)			
PRIMARY APPLICANT				
Full Name		Date of Birth	Social Security Number	
Present Address		Present City	State	Zip Code
Primary Phone Number	Drivers License Number	Primary Email Address		
SECONDARY APPLICANT (IF APPLICABLE)				
Full Name		Date of Birth	Social Security Number	
Present Address		Present City	State	Zip Code
Primary Phone Number	Drivers License Number	Primary Email Address		

I/we authorize Resort Management and Rental History Reports to do a complete investigation of all information provided with my application for residency. I have personally filled in and/or reviewed all information within the application. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References (including MPHA), Employment Verification, Eviction Records and Personal Interviews with references. This authorization is for this transaction only and continues for (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed (1) year, allowed by law. I acknowledge that Rental History Reports provides reports by written, electronic or verbal instructions to property managers of my choice and does not participate in the approval or denial process, and does not guarantee an approval. My submitting this application below acknowledges and agrees with all terms above and authorizes companies to release rental, eviction, credit and criminal record information. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

\_\_\_\_\_  
Primary Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Applicant Signature

\_\_\_\_\_  
Date



## INTERNATIONAL CRIMINAL SEARCH REQUEST FORM

Country to search: \_\_\_\_\_

Complete Legal Name:

\_\_\_\_\_

*First Name*

*Middle Name*

*Last Name*

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender: M F

Government ID (not SSN): \_\_\_\_\_

Passport #: \_\_\_\_\_ Country of Issuance: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Most Recent Address in Country Being Searched (NO PO Boxes):

\_\_\_\_\_

*Street Address*

*City*

*Postal Code*

Subject's Full Name in Country's Language (for example, if searching China, provide name in Chinese characters): \_\_\_\_\_

My signature below indicates my authorization for \_\_\_\_\_ ("the Company") to obtain consumer and/or investigative consumer reports about me from a consumer reporting agency in considering me for hiring, promotion, assignment, reassignment, retention, discipline, or other employment purposes.

By signing below, I also acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I agree that, if employed by the Company, this authorization will remain in effect throughout the term of my employment, or to the extent allowed by law.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Call Toll Free: 888-389-4023  
www.Rental-HistoryReports.com  
7900 W. 78<sup>th</sup> Street, Suite 400  
Edina, MN 55439