



Sterling Oaks Community Association & Club, Inc. 822
Sterling Oaks Blvd
Naples, FL 34110
Office: (239) 566-1575
Website: www.TheClubAtSterlingOaks.com

Leasing Package

The following documents must be submitted at least twenty (20) days before the lease's start date:

- **Completed Tenant Application**
- **Copy of Completed & Signed Lease Agreement**
- **\$500 Transfer Fee payable by check or credit card** (access to: pool, cabana, fitness, sauna, bocce ball, pickleball, dining, social events, & more. Tennis is a separate membership!)
- **ACH Form**
- **Copies of Photo IDs for all leases**
- **Permanent Gate Access Form-** Submit this form within 14 days of your lease's start date; after 14 days, the permanent guest list will close and cannot be edited. Visitors who are not on your permanent list will only be available for 48 hours upon registering them.

If any rental items are not delivered within 20 days of the lease start date, there will be a \$100 fee; if it is delivered after the start date, there will be an additional \$100 fee.

We and a sub-association are in charge of coach homes and condos, and separate applications and approvals are needed from each office.

The sub-association will communicate with our office, enabling us to proceed with processing the tenants. Once this has been completed the tenants receive an email of approval.

-Lease Extension

- Non-annual leases may be extended once for a \$50 administrative/amenity fee.
- A one-year lease cannot be extended. The rental process will have to be repeated.

-Lease Cancellation

*If a lease is terminated, a termination of lease form must be submitted to the office at least 30 days before the start date for a refund. A refund will be issued by crediting the homeowners Sterling account.

*If the lease is terminated within 30 days of the start date, no refund will be given.

TENANT APPLICATION FORM

INCOMPLETE APPLICATIONS WILL BE RETURNED

STERLING OAKS ADDRESS: _____

LENGTH OF LEASE: From _____ to _____

The lease or rental agreement must be for a term not less than thirty (30) days, no more than one (1) year, and the Lot subject to the lease must not have been leased more than three (3) times during the calendar year.

HOMEOWNER INFORMATION

- Name(s): _____
- Email Address: _____

TENANT INFORMATION (Include all Tenants)

- Name(s): _____
- Primary Telephone: _____ Secondary: _____
- Primary Email Address: _____
- Secondary Email: _____
- Mailing Address: _____

_____ I acknowledge receipt of a copy of the Association's Declaration of Covenants. I have read them and agree to abide by them.

_____ I acknowledge receipt of a copy of the Association's Rules and Regulations. I have read them and agree to abide by them.

_____ I agree to pay a rental transfer fee of \$500.00. *If paperwork is not submitted to the Club Office within 20 days of the start of the lease agreement, a \$100 fee will be assessed. If any paperwork is submitted after the lease begins, there will be an additional \$100 fee. This fee is non-refundable 30 days prior to the start of the lease.*

Tenant Signature

Tenant Signature

Date

Check List for Submission: _____	
Copy of Lease	_____ ACH Form
_____ Transfer Fee	_____ Guest List
_____ Photo IDS	

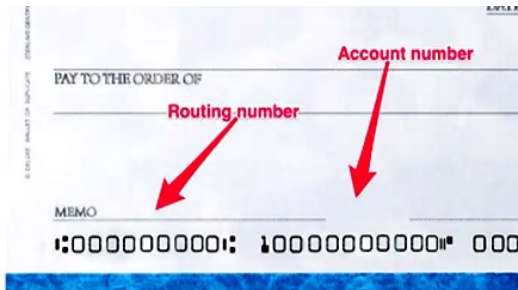
Sterling Oaks Community Association & Club

822 Sterling Oaks Blvd, Naples, FL 34110

Direct Debit ACH Authorization Form

By completing this form, I (We) authorize Sterling Oaks to debit my /our account for all Club charges made to my /our Sterling Oaks Tenant Account, and to credit the same account for necessary corrections if needed. I (We) acknowledge that the origination of ACH transactions to my /our account must comply with the provisions of U.S. law.

***A voided check must be included.**



Account Type:	Checking	Savings
Name on Account:		
Bank Name:		
Bank Routing #:		
Account Number:		
Bank City/ State:		

This authorization is to remain in full force until Sterling Oaks has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Sterling Oaks and financial institution reasonable opportunity to act upon it.

By signing up for ACH, I am also acknowledging that I would like to have my monthly statements only emailed to me at the email address written below.

Tenant Name(s) (Please print)

Sterling Address (Please print)

Email Address (Please print)

Signature _____ **Date** _____

PERMANENT GUEST LIST FORM FOR FRONT GATE ACCESS

The form must be submitted within 14 days of the lease start date.
***Changes to the Permanent Family/Guest List can only be made in May.**

Immediate family members: Children, Parents, Siblings, Grandparents, Grandchildren, and Spouse/Significant Other
Visiting family members can purchase a \$20 wristband for personal amenity access, activated weekly, and reactivated each visit. The waterproof wristband efficiently identifies authorized family members, enhancing your guests experience and security for staff and guests by eliminating confusion and delays.

Guests may use the amenities only when accompanied by the member they are visiting:

November – April, no more than 6 times

May – October, no more than 12 times

Name & Sterling Oaks Address: _____

First & Last Name:

Immediate Family Relation?

OR

Guest

**First & last names must be listed.*

**Same last names can be combined, i.e. Bob & Nancy Smith*

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Permanent Vendor List: *Vendors can be added at any time by calling the office.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

