



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

- Completed application – **EVERYTHING** must be filled out in order to process.
- Application fee – check made payable to **PORTOFINO AT SUN CITY CENTER**
(applications will not be processed without the fee)
- References (if applicable)
- Lease contract (signed copy)
- Other (all required documents are listed on page one of the 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 submitted less than 20 days prior to the lease start date may have the start date delayed.

Please submit the complete application to:
Vesta Property Services, 27180 Bay Landing Drive, Suite 4, Bonita Springs, FL 34135.

If you have any questions, please feel free to contact us at 239-947-4552.

Incomplete applications will not be processed

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Applicant's Signature	Co-Applicant's Signature	Date
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Owner's Signature	Phone#	Email	Date
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Realtor Signature	Phone	Email	Date
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This form needs to be signed and submitted with complete application package



**PORTOFINO AT SUN CITY CENTER
LEASE APPLICATION**

Must be submitted 20 days prior to lessee occupancy

Date: _____

Name of Current Owner: _____ Phone #: _____

[] I (we) hereby apply for approval to **lease:**

Starting _____ **Ending** _____

Rental/Leasing Agent/or Owner _____ Phone: _____

Address: _____

In accordance with the governing documents of the association, **this application must be submitted along with required enclosures and \$100.00 application fee, 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:

- a. **A signed copy of the lease contract**
- b. **A non-refundable check for \$100.00 payable to Portofino at Sun City Center**
- c. **Two reference letters must be attached.**
- d. **Number of applicants must match lease contract.**
- e. **A completely filled out application form. (Partially completed forms will not be considered)**

Separate applications must be completed for co-applicants (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 the background, credit check, and check of references below.

TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

APPLICANT IS AN ACTIVE MEMBER OF THE UNITED STATES ARMED FORCES? _____ YES _____ NO

Full Name of Applicant: _____ Date of Birth _____ S.S.# _____



Full Name of Spouse: _____ Date of Birth _____ S.S. # _____

Current Home address:

Street number / name _____ City _____ State, Zip code _____
Telephone Number _____ Email _____

Previous Home Address:

Street number / name _____ City _____ State, Zip code _____

Current employer: _____ Position Held: _____

Employer's Address: _____ Tel. Number _____

Length of time in Position: _____ Supervisor's name _____

Citizen of U.S.? _____ **If no, submit document copy of residency authorization or passport photo page.**

Make of Car: _____ Year: _____ License No. _____ State: _____

Second car: _____ Year: _____ License No. _____ State: _____

Use of this home is for single family 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, judgments, bankruptcies, foreclosure, 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 Declaration, Bylaws, Amendments, Articles of Incorporation, and the Rules and Regulations of Portofino at Sun City Center.

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 lessee(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 lessee(s) will be advised by the association's management company whether or not this application has been approved.

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

Applicant signature: _____

Printed Name: _____ **Date** _____

Applicant signature: _____

Printed Name: _____ **Date** _____

Acceptance on behalf of Portofino at Sun City Center

Approved: _____

Disapproved: _____

*Signature of Authorized Representative
For the Board of Directors*

Date: _____