

**Vista Townhomes at Heritage Bay**  
**Non-Seasonal Tenant Application**

**Instructions:**

1. Fill out the application in its entirety. Check and double check every section. If it doesn't apply to you just mark it "N/A". **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
2. **Application fee of \$150 per APPLICATION and \$50 Credit/Background Check PER PERSON over the age of 18** (example – two people \$150 application fee plus \$50 Applicant 1 plus \$50 Applicant 2 = \$250.)\* **via CERTIFIED CHECK** made payable to: **Vista Townhomes at Heritage Bay** and dropped off or mailed to:

Vesta Property Services  
C/O Vista Townhomes at Heritage Bay – Lease Application  
27180 Bay Landing Drive, Suite 4  
Bonita Springs, FL 34135

\*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 21 days for processing. The application fee isn't refundable.

3. Rental applications **MUST** have the owners name, address, phone number and email address on the application and originate from the owner or they **won't** be processed.
4. **RENTAL applications MUST be submitted by the owner of record and NOT the realtor or rental agent.**
5. Owners **must NOT** be behind on assessments, special assessments or have any outstanding obligations to the association.
6. All applications 18 & over must supply a copy of your current driver license; State issued ID or Passport with the application.
7. Tenants – ARE RESTRICTED FROM KEEPING A DOG on the property - NO EXCEPTIONS.
8. Two maximum parking permits will be issued for each unit with two FULL TIME qualifying adults and must be on the lease. The vehicle must be registered to the applicant(s). Motorcycles count as a vehicle.

\_\_\_ Application Approved  
\_\_\_ Application Denied

Vista Townhomes \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_ Application Approved  
\_\_\_ Application Denied

Vista Commons \_\_\_\_\_  
Date \_\_\_\_\_

Vista Townhome at Heritage Bay

**APPLICATION FOR LEASE  
CREDIT CHECK/BACKGROUND/TENANT  
SCREENING AUTHORIZATION**

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

**ADDRESS** \_\_\_\_\_ Gervais Cir. Unit \_\_\_\_\_ Naples, FL 34120.

**CURRENT OWNER:**

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

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

EMAIL \_\_\_\_\_

**LEASE TERMS**

Address \_\_\_\_\_

Month Rental/ \_\_\_\_\_ Phone \_\_\_\_\_

TERM OF LEASE: to Month/Day Year \_\_\_\_\_ to Month/Day/Year \_\_\_\_\_

LEASE RENEWALS ARE REQUIRED TO BE SUBMITTED ON MONTH PRIOR TO THE CONCLUSION OF THE LEASE IF THE TENANT RENEWS THE LEASE.

**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 with States you've ever lived \_\_\_\_\_

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

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

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

**APPLICANT 2/PERSONAL HISTORY**

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

PHONE # \_\_\_\_\_

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

List all Cities with States you've ever lived \_\_\_\_\_

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 \_\_\_\_\_

**Previous Address** \_\_\_\_\_ How Long \_\_\_\_\_

Previous Landlord \_\_\_\_\_ email/phone \_\_\_\_\_

**OCCUPANCY IN THE UNIT**

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

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

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

**EMERGENCY CONTACT/REFERENCES**

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

Address \_\_\_\_\_

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

**PERSONAL REFERENCES:**

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

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

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

**DOGS - TENANTS ARE RESTRICTED** from bringing any dog in to the community, common area, unit or townhouse. I understand that neither I nor my guest can bring a dog on the property. **INITIAL \_\_\_\_\_.**

**CRIMINAL BACKGROUND DISCLOSURE:** Any evictions, convictions, felonies or arrests? These are not necessarily a means for denial, but not disclosing them on this application will be considered an omission of material facts and grounds for denial. Please be specific & use a separate piece of paper if necessary.

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

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

**VEHICLE/PARKING RESTRICTIONS**

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

(2) **COMMERCIAL VEHICLES** are prohibited & can't parked at any time in the lot **INITIAL \_\_\_\_\_**

Pursuant Declaration of Covenants – Vista Townhomes at Heritage Bay, Article 11.12 C

**APPLICATION FEES & BACKGROUND & CREDIT CHECK FEES ARE NOT REFUNDABLE**

I certify that 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 lease or sale of the premises sought and if incorrect or untrue shall be grounds for cancellation of the lease/sales agreement. I authorize an investigation and credit check to be made whereby information is obtained through interviews with my landlord (s), or others with whom I am acquainted. This inquiry may include information as to my character, general reputation, personal characteristics, and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**VISTA COMMONS AT HERITAGE BAY 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 owner, tenant or guest. I further understand that I'm responsible for the actions of any visitor or guests of mine.

I understand that satellite dishes require prior approval and must NOT be installed in the Stucco or any building without approval of the Vista Commons.

I understand that the parking lot is for residents only and occasional overnight guests. It's 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 in the event that my vehicle leaks mechanical fluid on the pavement it will become the owner's financial responsibility to cure it. I understand that the car repairs (outside of an emergency battery jump or flat tire) are restricted. **Vehicle washing is also prohibited at any time.** ANY temporary vehicles or guests parking in the parking lot - **MUST** email [ariccio@vestapropertyservices.com](mailto:ariccio@vestapropertyservices.com) and request a temporary permit or their vehicle is subject to being towed at the owner's expense.

I understand that the lanai is for patio items only. There should never be reptiles, fish, birds, storage boxes, couches, recliners, garbage cans, bottles, trash, or grills. Drying clothing or towels is also restricted on the outside of any unit, doorway or lanai.

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. I'm further responsible for the actions or damages of any guest or visitor that I invite there including patio furniture. **SMOKING IS NOT ALLOWED WITHIN 25 FEET OF THE POOL or ITS closure.**

**TENANTS ARE RESTRICTED FROM KEEPING DOGS (or pets) AT THE VISTA COMMUNITY.** If it's reported that I have a dog (or pet) on the property, keep a dog for a short period, including any guests that bring their dog (or pet) on the property – I understand that the association can exercise its right to **REVOKE** my lease and provide notice to vacate the unit. Owners acknowledge that I've informed my tenant of the rules/regulations related to the **PET/DOG** restrictions for my tenant(s).

I understand that the lake within the community is not for swimming, tubing, boating or wading. I further understand that alligators are frequently present and it's a violation of federal law to feed them.

I understand that the landscaping is a common area and I'm restricted from altering the plant bed in anyway. Should I need to add mulch it will need to be the exact material that's there. Cutting down trees or removing plants is strictly prohibited and should this happen the owner of the unit will be charged back to restore it back to its original condition.

I understand that if I'm a tenant that subleasing isn't allowed and occupants not on the lease can't live in the unit. Should the occupant 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 paid.

I understand that I need to instruct my children or children of my guests to never touch or go near fire safety equipment. I'm restricted from playing ball in or around the parking lot, no horseplay in the landscape beds, on or around dumpsters and or enclosures. I understand that children 12 and under **MUST** be accompanied by an adult over the age of 18 before going into the pool enclosure. I further understand that I'm responsible for the conduct of my children, or any GUESTS. Should anyone coming from my unit, including my children become unruly or a nuisance to others – **I understand that the association can exercise its right to REVOKE my lease and provide a notice to vacate the unit.**

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 Commons at Heritage Bay**  
**APPLICATION FOR PARKING PERMIT**

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 \_\_\_\_\_.

**TENANT INITIAL**

\_\_\_\_\_ I understand I'm to park my vehicle in my assigned unit spot – and that any additional vehicle owned has to be parked in "first come/first serve basis" guest spot. One permit issued per vehicle – max of TWO permits (including motorcycles).

\_\_\_\_\_ I understand that I'm **NOT** to park my vehicle on the curb, on the grass, in front of fire service equipment or park blocking other parked cars in their spots. I understand that if I do that my vehicle is subject to being towed at my own expense.

\_\_\_\_\_ I understand that if I have an overnight guest or out of town guest it's up to me to email the association and inform in detail of my guest and the duration of their stay. I will then receive a written guest pass effective for those dates. I further understand that if I fail to do this that my guest's vehicle may be subject to being towed. Email [ariccio@vestapropertyservices.com](mailto:ariccio@vestapropertyservices.com) for a guest parking permit- 4-7 days prior to their arrival.

\_\_\_\_\_ I understand the washing my vehicle is prohibited under any circumstances.

\_\_\_\_\_ I understand the car repairs including oil changes, fluid changes of any kind, car repairs outside of changing a tire or jumping a battery is prohibited at all times. Should my vehicle ever leak fluids in any parking spot I become responsible for curing the damage to the asphalt.

\_\_\_\_\_ I further understand that if my vehicle is illegally parked in a handicapped spot without a valid handicapped placard displayed that I'm not only subject to a \$250 ticket by the local sheriff but my vehicle is subject to being towed at the owner's expense. I also understand that my vehicle **MUST** maintain current license and registration in which ever State it's registered in.

I certify that I have read the above parking restrictions and I agree to abide by the rule and regulations set forth. I also understand that my vehicle is subject to being towed and costs for this will be my responsibility. I understand that any damage to my vehicle while being parked with in the Vista Commons parking lot becomes my own responsibility and the Vista Commons Association is held harmless.

Vehicle Owner – PRINT NAME \_\_\_\_\_

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

**INSTRUCTIONS FOR GETTING A PARKING PERMIT/BAR CODE:** EMAIL: [ariccio@vestapropertyservices.com](mailto:ariccio@vestapropertyservices.com) Amy Riccio coordinates the parking permits - and she will make an appointment with you to obtain your parking permit and bar code.

**TEMPORARY GUEST PARKING PERMIT:** If you need a temporary guest parking permit – please email [ariccio@vestapropertyservices.com](mailto:ariccio@vestapropertyservices.com) with the dates of your GUESTS stay and we will issue temporary permit via email for your guest to display on the dash.



27180 Bay Landing Drive, Suite 4  
Bonita Springs, FL 34135  
239-947-4552, f 239-495-1518  
info@vestapropertyservices.com

[VestaPropertyServices.com/sw](http://VestaPropertyServices.com/sw)

**AUTHORIZATION FOR RELEASE OF INFORMATION FOR  
TENANT SCREENING PURPOSES**

**Background Screening Disclosure**

I hereby authorize Vesta Property Services and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for tenant screening purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: criminal history records (from local, state, federal, international and other law enforcement agencies records), sexual offender’s lists, wants and warrants records, credit history, and civil/law suit cases. Upon request Vesta Property Services will supply a copy of the completed consumer report along with a copy of an individual’s rights under the Fair Credit Reporting Act.

**Authorization and Release**

I \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I hereby release Vesta Property Services and its agents, officials, representatives, assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization and request to relapse. I certify that all information provided below and on my application is correct to the best of my knowledge. Any false statements provided in this form and my application will be considered just cause for disqualification at any time. This authorization and consent shall be valid in original, fax, or copy form. The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

\_\_\_\_\_  
Applicant’s Name (Print Legibly) Maiden/AKA/Previous Name (s)

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver License Number State

\_\_\_\_\_  
Current Address

(\_\_\_\_\_) \_\_\_\_\_  
Phone



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\_\_\_\_\_  
Applicant’s Name (Print Legibly) Maiden/AKA/Previous Name (s)

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver License Number State

\_\_\_\_\_  
Current Address

(\_\_\_\_\_) \_\_\_\_\_  
Phone