

# *Pine Glen at Three Oaks*

Homeowners Association, Inc.

c/o Hayden & Associates

12650 Whitehall Drive

Fort Myers, Florida 33907

(239) 489-4890 Fax (239) 489-4980

## APPLICATION PROCEDURES AND REQUIREMENTS

1. Upon completion of Association Applicant Packet, submit your packet to Hayden & Associates, 12650 Whitehall Drive, Fort Myers, Florida 33907.
2. Submit your application and the required non-refundable application fee of \$100.00 per applicant, payable to Hayden & Associates. Married couples are considered one applicant. All occupants 18 years of age and older are required to apply.
3. Submit your lease/sales application, a legible copy of your lease agreement or sales contract, signed by all parties, and a completed criminal background check and credit check.
4. Return all pages of the application and all supporting material. If an item does not apply, mark as N/A.
5. All applications must submit a background check & credit check for each applicant.  
**\*\*\*A recommended site for the national background check is *criminalwatchdog.com*.\*\*\***
6. A copy of each person over 18 years old Driver's license must be attached.

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Fort Myers, Florida 33907  
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### \*\*\*Lease/Sale Application\*\*\*

This application must be submitted along with a non-refundable processing fee of \$100.00 to the Board of Directors via Hayden & Associates. A minimum of 20 days processing time is required prior to the start of any lease or sale closing. A copy of the lease/sales contract must be included with the application and a copy of each applicant's driver's license. Applicant will be responsible for submitting a national background check and a credit check on all applicants over the age of 18 yrs. Make checks payable to Hayden & Associates.

**NO NEW TENANTS OR OWNERS MAY MOVE INTO PINE GLEN AT THREE OAKS WITHOUT PRIOR APPROVAL OF THE BOARD OF DIRECTORS.**

Address & Unit # \_\_\_\_\_

Present Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_

**Personal Information:**

Applicant

Spouse/Co-Applicant

Tenant/Buyer(s) Names: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Vehicle (s): \_\_\_\_\_

Year/Make/Model \_\_\_\_\_

Will anyone other than those listed above occupy this unit? \_\_\_\_\_ No \_\_\_\_\_ Yes

If Yes, whom and age? \_\_\_\_\_

Pets? If yes, Breed & Weight? \_\_\_\_\_

**Employment Information:**

Applicant

Spouse/Co-Applicant

Current Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

Length of time at this Employer: From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Residential History:** *\*Please list the addresses for the last 5 years\**

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

How long? \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

How long? \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Emergency contact:**

Name/Relationship: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**References:** (2) – Please give names, addresses, and phone numbers:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

**Please read the following and sign this application:**

I have received and read a copy of the Pine Glen at Three Oaks Association’s Rules and Regulations and Use Restrictions, along with this application. I understand these Rules, Regulations, and Use Restrictions and agree to abide by them as long as I reside at Pine Glen at Three Oaks.

Applicant  
Signature \_\_\_\_\_ SS# \_\_\_\_\_ DOB: \_\_\_\_\_

Co-Applicant \_\_\_\_\_ SS# \_\_\_\_\_ DOB: \_\_\_\_\_

Approval:

Board Member/Agent: \_\_\_\_\_ Date \_\_\_\_\_

If application is denied, give reason: \_\_\_\_\_

\_\_\_\_\_

\*\*\*Approval will be based on the Condition that all Outstanding Monetary Obligations Due and Owing to Association are Paid in Full at or Prior to Closing.\*\*\*