

Vanderbilt Country Club
Tenant/Guest Transfer Application

 Transfer of Privileges

 Lease only (no golf)

Delegation of Privileges:

When a member and his permanent family are not in residence, the member may temporarily delegate the right of use of the Club facilities to either tenants or guests, for a minimum of thirty (30) days, providing an executed Tenant/Guest Transfer Application is submitted to the Club, an Administration Fee of \$250.00 is paid, and the applicant is approved by the Board of Directors or its agent. During the period specified on the Tenant/Guest Transfer Application, the member privileges are waived by the member. The transferee must be renting and/or residing in the unit for which the privileges are delegated. Privileges for the use of the common areas can be delegated to only two tenants or two guests per unit up to four times per year. Delegation of privileges will only be approved if the member's account is current in monthly charges, billings and assessments.

UNIT INFORMATION

Lease Address: _____ Unit #: _____ Naples, FL 34120 Unit's Ph #: _____

Lease Agent: _____ Phone #: _____

Occupancy (MINIMUM OF 30 DAYS, MAXIMUM OF ONE YEAR) From: ____/____/____ To: ____/____/____

OWNER INFORMATION

Name: _____ Phone #: _____

Mailing Address: _____

Email Address: _____ @ _____

I understand and agree that my rights to use the common grounds, including club privileges will be suspended for the duration of the Tenant/Guest occupancy. The Tenant/Guest named below will be responsible for charges incurred during this period. As owner I will be responsible for any tenant/guest charges that are unable to be collected. I will immediately notify the Club office in the event of any changes to this agreement. I further understand that these privileges can be transferred no more than four times a year.

Signature: _____ Date: ____/____/____

TENANT/GUEST INFORMATION

Name: _____ Phone #: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Spouse or other Occupant(s) (List birth dates if under the age of 23) _____

Email Address(es): _____

Have you transferred privileges from a VCC resident previously? Yes No

If there are more than 2 tenants/guests listed above, please specify two individuals as the golf designees. The other tenants/guests will be a tenant family golfer or tenant guest golfer. _____

Administration Fee must be turned in with application and payment can only be accepted by check or the owner can charge the fee to their member account. Final payment of House Account statement is required by check.

Credit Card #: (does not apply to Lease Only) _____ Expiration Date: ____/____/____ MC VISA
(Credit card number is to be kept on file only. We do not accept American Express.) I understand that I am solely responsible for any charges incurred by me or my authorized signatories during the period stated above and I authorize Vanderbilt Country Club to bill the above mentioned credit card in the event I fail to pay my final bill. Transfer of membership privileges requires you to provide a credit card number in advance.

Tenant/Guest Signature: _____ Date: ____/____/____

...Do not complete this portion ~ In House Use Only.....

Approved By: _____ Date: ____/____/____

Owner Member #: _____ Transferee Account #: _____

Return form and payment to: Vanderbilt Country Club, Attn: NIKI DUTTON, Membership Director/Office Manager,

8250 Danbury Blvd., Naples, FL 34120 or Fax: (239) 348-3381

The following is information for the OWNER for informative purposes only. This information does not need to be submitted to Niki Dutton, Membership Director.

Vanderbilt Country Club Membership Transfer Procedures/Guidelines

Delegation of Membership Privileges

When a member and his permanent family are not in residence, the member may temporarily delegate the right of use of the Club facilities to either tenants or guests. There are four steps involved in this transfer process:

1. Tenant/Guest Transfer Application must be filled out and submitted to the club, preferably 30 days in advance.
2. An Administration Fee of \$250.00 is paid
3. Member's account is current in monthly charges, billings and assessments
4. The applicant is approved by the Board of Directors or its agent

During the period specified on the tenant/guest transfer application, the member privileges are waived by the member. The transferee must be renting and/or residing in the unit for which the privileges are delegated. Privileges for the use of the golf course can be delegated to only two tenants or two guests per unit.

Application Instructions

1. Applications are available in the Administration Office or online at www.vanderbiltcountryclub.com.
2. The owner completes the top half of the application and the tenant/guests completes the bottom half. If any information is left blank, it will delay the process and may result in a denied application. Tenants/guests must provide credit card information (MC or Visa), which is kept on file. **The credit card will not be charged unless the tenant /guests should leave and not pay his final bill within 60 days.**
3. It is preferred that applications are returned to the Administration Office at least 30 days in advance with the \$250.00 administration fee check. Any application received less than 30 days in advance may experience a delay in processing.

Upon receipt, the application will be processed in a timely manner. Tenants/guests will receive a "Welcome Packet" prior to their arrival. The Welcome Packet will include their membership cards, vehicle ID tag, calendar of upcoming events, rules and regulations, tenant fee schedule and other pertinent information to make their time at Vanderbilt Country Club more enjoyable.

Tenants will be assigned a House Account. All House Accounts are due and payable when the monthly billing statement is rendered. Credit cards may not be used to pay the monthly House Account. Direct debit from a (U.S. bank) checking or savings account is available. The following methods of payment are acceptable: The Club will accept your personal check drawn from a U.S. bank, U.S. money order, or a U.S. traveler's check made payable to the Club. You may also wire the money from your bank to Vanderbilt's bank only if you agree to pay the wiring charges. Those payment methods deemed unacceptable include: cash, credit cards and out of country bank checks. Cash is not accepted at the Club from members or tenants. a) Should any account remain unpaid by the end of the month proceeding the next billing period, a late fee of 1.5% interest will be charged on the next statement. b) Should the account remain unpaid by the end of the second month after the due date, a delinquent fee of \$50.00 will be billed. Should the statement remain unpaid by the end of the third month after the due date, an additional delinquent fee of \$50.00 will be billed. This fee is in addition to the interest charge of 1.5% per month outlined above. c) At this point, the member, any designee, or any renter will be suspended and not permitted to use the Club facilities until such time as he or she is reinstated. Tenants may pay by credit card (MasterCard/Visa only) for any goods or services purchased in the golf pro shop or dining/bar facilities.

The owner's account then becomes "inactive" for the duration of the transfer.

Owners may transfer their membership up to four times per calendar year. All transfers must be for a minimum of thirty (30) days and a maximum of one year.

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COLLIER COUNTY REQUIRES REGISTRATION FOR ALL RENTALS

As a Community Association Manager in Collier County, Cindy Vasquez, Community Association Manager has been asked by the County to assist with educating our residents and property owners by informing owners of the **Collier County Property Maintenance Ordinance No. 2004-58**. This ordinance establishes standards for the maintenance of residential and commercial properties within the unincorporated areas of Collier County.

Another aspect of this ordinance is a requirement to register all rental dwellings with the Collier County Code Enforcement Department. *A rental dwelling is defined as, a dwelling occupied by someone other than the owner for any portion of the year.*

The registration process requires all absentee owners, those living *outside* Collier County, have a local agent or point of contact. A local agent is someone who lives in Collier County or a business that has an office in Collier County. This local agent or point of contact, along with the owner must sign off on the registration form before it will be processed. Owners who live *within* Collier County are not required to have agents. **For Wedgewood and Waterford Condominium owners, Cindy Vasquez, Community Association Mgr. would be able to be the local point of contact if in fact you have turned in your emergency key to Property Management office.**

The initial registration fee is \$30 and requires an annual renewal of \$20. Rental registrations expire on June 30th each year. If you fail to renew, a late penalty of \$10 a day is assessed until the renewal is obtained.

The basis of this ordinance is centered on minimum housing requirements and maintenance standards of both residential and commercial properties. Examples of these standards are sanitation, lighting, electrical, plumbing systems, appliance requirements and smoke detectors to name a few. All exterior surfaces must be protected by painting or other protective covering, pools must be maintained and doors, windows and hardware must be in working order.

The occupancy requirement states that there must be at least 250 square feet for the first occupant and 200 square feet for each additional occupant of any dwelling unit. It also mandates that there shall be no more than 4 unrelated individuals per household.

If you need to register a unit you may obtain a form from the Collier County Code Enforcement Department at 2800 N. Horseshoe Drive or have one faxed to you by calling 239-403-2440. Or log onto www.colliergov.net/codeenf/ to view the Property maintenance Ordinance 2004-58. You can access it by clicking on Rental Registration.

Please let Cindy Vasquez, Association Mgr. know if you have any questions on this county requirement.