

# VANDERBILT COUNTRY CLUB

## Lease, Membership Transfer and Guests Procedures/Guidelines

(CHECK ONE)

**Transfer of Privileges**       **Lease Only (no golfing)**

### Unit Information - REQUIRED

Unit Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Naples, FL 34120

Unit's Ph #: \_\_\_\_\_

Occupancy (MINIMUM OF 30 DAYS, MAXIMUM OF ONE YEAR):

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Owner Information - REQUIRED

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

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

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

I understand and agree that if I transfer my privileges my rights to use the common grounds, including club privileges will be suspended for the duration of the Tenant/Guest occupancy. Though the Tenant/Guest with transferred privileges named below will be responsible for charges incurred during this period, as owner I will be responsible for any tenant charges that are unable to be collected and that I am responsible for any damage done by my tenant or guest to any VCC property. I further understand that these privileges can be transferred no more than four times a year. Guest Only Certification: I hereby certify that if this form is submitted for informational purposes for guests when I am not in residence that my guests have not and will not pay me any rental fee, lease fee or other consideration for use of my unit.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Tenant/Guest Information - REQUIRED

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #(s): \_\_\_\_\_

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

During your visit where would you prefer your Club mailings to be sent?  Vanderbilt Address  Northern Address

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

**Credit Card Information (required for all transfers of privileges)**  MC  VISA Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

All Club charges must be paid with a United States Bank Check or United States Money Order upon receipt of the monthly billing statement or at the end of the lease term, whichever is first. This application for Club Usage Privileges requires that the applicant designate a valid VISA or MASTERCARD number and expiration date for billing of any unsettled charges and/or Tenant Membership Fees. The Tenant's/Guest's signature below authorizes Vanderbilt Country Club to bill all fees and charges incurred in the event they are not settled within 30 days of the end of the lease period. If such charges/fees are billed to the credit card number, there will be an additional fee of \$25.00 added to the unpaid charges/fees.

Check One:

\_\_\_\_ TENANT CERTIFICATION: I certify that I am leasing/renting the above-described unit for a period of not less than 30 days.

\_\_\_\_ GUEST CERTIFICATION: I certify that this form has been submitted for informational purposes. I am not required to pay any rental or lease fee or other consideration for my use of the above-described Unit.

Tenant/Guest Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do not complete this portion. House use only.

Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner Member #: \_\_\_\_\_ Transferee Account #: \_\_\_\_\_

Pic #'s \_\_\_\_\_

To Ensure Prompt Review and Approval of an Application, the Application should be returned to:

Vanderbilt Country Club  
Attn: NIKI DUTTON, Membership Director  
8250 Danbury Blvd., Naples, FL 34120 or Fax: (239) 348-3381/email: NikiD@vccnaples.com

Where transfer of membership is requested upon the Application, the \$250.00 Administrative Fee must accompany the application to ensure timely review and that the transfer is effective in time for tenant arrival. No tenant/guest application fee refunds will be made for any cancellation within thirty days of the arrival date.

*The following is information for the OWNER for informative purposes only.  
It is not necessary to submit this information to the Club.*

# VANDERBILT COUNTRY CLUB

## Membership Transfer Procedures/Guidelines

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### *Application Instructions*

1. Applications are available in the Administration Office or online at [www.vanderbiltcountryclub.com](http://www.vanderbiltcountryclub.com).
  2. The owner completes the top half of the application and the tenant/guest 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/guest should leave and not pay his final bill within 60 days of the departure date listed on the application.**
  3. Applications should be returned to the Administration Office at least 30 days in advance, with the \$250.00 administration fee check in the event membership transfer is desired. Any application received less than 30 days in advance may experience a delay in processing.
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### *General: Delegation Upon Transfer of Privileges:*

The Master Declarations of the Vanderbilt Community and the Rules and Regulations promulgated thereunder (the "Governing Documents") are designed to ensure that the community retain its nature as a gated, residential community. These Procedures and Guidelines are developed in adherence with the Governing Documents, to facilitate members' ability to exercise their rights of ownership consistent with the Governing Documents and to promote the safety and security of everyone within the Vanderbilt community.

These Procedures and Guidelines apply to any member desiring to lease their residence at Vanderbilt Country Club with a transfer of member privileges, lease their residence without a transfer of member privileges, or who allow non-member guests the gratuitous use of their residences when the member is not present and where no compensation or payments are made to the member for the use and enjoyment of the member's residence ("Unaccompanied Guests"). For purposes of safety and security, particularly during the winter wild fire season and summer hurricane season, it is a requirement of Vanderbilt Country Club that the Administrative Office has notice of and contact information for Unaccompanied Guests:

Members may transfer their Vanderbilt Club-usage privileges for periods of not less than thirty days or a maximum of four times each year. The requirement of a minimum thirty day lease period and the limitation of four leases per year applies regardless of whether membership privileges are transferred and are designed to ensure the residential nature of our community.

For all purposes (lease with transfer of membership, lease without transfer of membership and Unaccompanied Guests), members should complete and return the Tenant/Guest Application attached to these Guidelines and, which are available in the Administration Office and/or on-line at [www.vanderbiltcountryclub.com](http://www.vanderbiltcountryclub.com).

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### *Lease with 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 a tenant/guest. There are four steps involved in this transfer process:

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

During the period specified on the Application, the member privileges are waived by the member. The transferee must be renting the unit for which the privileges are delegated for a period of at least 30 days. Privileges for the use of the golf course can be delegated to only two tenants per unit.

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### *Lease without Delegation of Membership Privileges*

All requirements for "Lease Only" are the same as if member privileges are delegate, but no transfer fee is required. PLEASE NOTE: Without a transfer of membership privileges, Tenant/Guest privileges are limited to the use of swimming pools and credit card charging in the clubhouse for food and beverages. Without a transfer of membership tenants/guests are not able to make reservations for club events.

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### *Administrative Processing*

Upon receipt, the application will be processed in a timely manner. All tenants will receive a "Welcome Packet" prior to their arrival. The Welcome Packet will include membership cards (where membership is transferred,) 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 enjoyable as possible.

Tenants/Guests who have had the Club privileges transferred to them, 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 a personal check drawn on a U.S. bank, U.S. money order, or a U.S. traveler's check made payable to the Club. Cash, credit cards and checks made payable in non-United States currency are not accepted at the Club from members and tenants. If the monthly charge statements remain unpaid after the payment due date, the following actions will be taken:

- a) Should any account balance remain unpaid after 30 days from its statement date, interest on the past due balance of 1.5% will be charged.
- b) Should the account balance remain unpaid after 60 days from its statement date, interest on the past due balance of 1.5% will be charged and Club privileges will be suspended for all persons associated with the unit including members, designees and tenants.
- c) Should any account balance remain unpaid after 90 days from its statement date, all normal fees and assessments billable in the following 12-month period will be billed to the account and interest will continue to accrue at the rate of 1.5% per month. Also, a lien may be placed on the unit and all legal fees incurred from this action will be billed directly to the delinquent account.
- d) If a lien is placed on the unit and this lien is not satisfied within 60 days of its creation, via full payment of the outstanding account balance, the Association may foreclose on the unit in order to recover payment for the outstanding account balance.

Where membership is transferred to a tenant, the tenant food and beverage payments under monthly billing statements will be credited to the member's annual food and beverage minimum. Where membership is not transferred to a tenant, no food and beverage consumed by the tenant at Vanderbilt will be credited to the member's food and beverage minimum.

The tenant/guest with transferred privileges will be responsible for all charges incurred during the period specified, though it is ultimately the responsibility of the homeowner to pay any uncollected funds due to the Club.

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### *Unaccompanied Guests*

In the case of Unaccompanied Guests (who are staying for 30 days or longer), the Application Form is utilized as a notice to club Administration that guests are present within the Vanderbilt Community who are not accompanied by a member and for whom Vanderbilt will otherwise be without contact information. The Application Form only requires the necessary information for Unaccompanied Guests to enable the Administrative Office to contact the individual guests in case any emergency should arise. For this reason, no approval of the Application is required. However, please note that any compensation paid to the member by an Unaccompanied Guest for use of a member's residence will be irrefutably deemed to be a violation of the Master Declarations and the Rules and Regulations of the Vanderbilt community.

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### *F.Y.I....*

#### **COLLIER COUNTY REQUIRES REGISTRATION FOR ALL RENTALS**

Rental certificates are valid from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

5. Rental Dwelling Information – The physical address of the rental property as identified with the Property Appraiser and the United States Post Office. If you own more than one rental property, an application must be completed for each property.
6. Number of Rental Units – Total number of rental units that are not owner occupied on the property.
7. Owner Information – Owner(s) Name, Address, Mailing Address, Telephone #. Please provide owner information as listed on the recorded deed.
8. Local Agent/Contact Information, if applicable – All owners of rental units who do not reside in Collier County are required to have a local agent who lives or works in Collier County and is at least 18 years of age. (example – Home Watch Company)
9. Signatures – The owner of record must sign the form. If the owner is not a Collier County resident, signatures for both the owner and the local agent are required.

Initial Application should include a check in the amount of \$30 per property.

Renewal Registrations April 1<sup>st</sup> through June 30<sup>th</sup> should include a check in the amount of \$20 per property. A late fee may be assessed if payment is not received by June 30<sup>th</sup> in the amount of \$10 per day with a cap of \$80.

Applications can be found on the county website at [www.colliergov.net](http://www.colliergov.net). Checks should be made payable to Collier County Board of County Commissioners (CCBCC).

All registration applications shall be directed to:

Collier County – CDES  
Attn: Rental Registration Program  
2800 N Horseshoe Drive  
Naples FL 34104  
Telephone: (239) 252-2036

Rental registration requirements are applicable to unincorporated areas of Collier County only. Pursuant to Ordinance 2004-58 Section 7: A rental unit is defined as any dwelling unit that is not owner occupied by occupied by someone other than the owner for any portion of the year.