

**VANDERBILT COUNTRY CLUB**  
**Lease, Membership Transfer and Guests Procedures/Guidelines**

**UNIT INFORMATION - REQUIRED**

Unit Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Naples, FL 34120 Unit's Ph #: \_\_\_\_\_

Leasing Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

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 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, and as owner I will be responsible for any tenant/guest charges that are unable to be collected and that I am responsible for any damage done by my tenant/guest to VCC property. I further understand that these privileges can be transferred no more than four times a year, for no less than 30 days and no more than one year.

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

**TENANT/GUEST INFORMATION - REQUIRED**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone/Email Address(es): \_\_\_\_\_

Spouse or other Occupant(s) Name: (List birth dates if under the age of 23) \_\_\_\_\_

Spouse or other Occupant Phone/Email: \_\_\_\_\_

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. \_\_\_\_\_

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

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.

TENANT CERTIFICATION: I certify that I am leasing/tenting the above-described unit for a period of not less than 30 days and for not more than one year. I further certify that will read and comply with the Vanderbilt Country Club Rules & Regulations, a copy of which will be provided to me upon acceptance of my application

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

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-      **Do not complete the below portion.**      -----

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner's Member #: \_\_\_\_\_ Tenant/Guest's Member #: \_\_\_\_\_ Pic's: \_\_\_\_\_

**To Ensure Prompt Review and Approval, the Application should be returned to the following, at least 30 days in advance:**

**VANDERBILT COUNTRY CLUB, c/o Niki Dutton, Membership Director,**  
**8250 Danbury Blvd., Naples, FL 34120** | NikiD@vccnaples.com

**The Membership Transfer Administrative Fee must accompany the application.**

**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 and TENANT/GUEST to review for informative purposes only.

It is not necessary to return 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 and on the members-only website at [www.vanderbiltcountryclub.com](http://www.vanderbiltcountryclub.com) > Club Documents.
2. The owner is to entirely complete the top half of the application and the tenant/guests must complete the bottom half. If any information is left blank, it will delay the process and may result in a denied application. Applications should be returned to the Administration Office at least 30 days in advance of the tenant's/guest's arrival date, along with the Membership Transfer Administrative Fee check. Any application received less than 30 days in advance of the arrival date may result in a delayed processing.
3. The Membership Transfer Administrative Fee MUST be paid with a personal check drawn on a United States bank, United States money order, or a United States travelers check made payable to: Vanderbilt Country Club.

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 apply to ensure the residential nature of our community. Privileges for the use of the golf course can be delegated to only two tenants per unit.

For all purposes, members must complete and return the Tenant/Guest Application attached to these Guidelines.

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### ***Administrative Processing***

Upon receipt, the application will be processed in a timely manner. All tenants will receive an emailed confirmation prior to their arrival. The confirmation will include the membership number, barcode decal information, calendar of events, rules and regulations, tenant fee schedule and other pertinent information to make their time at Vanderbilt Country Club enjoyable as possible.

Tenants/Guests 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 any account balance remain unpaid after 30 days from the end of the lease period, the full balance along with a \$25 administrative fee will be charged. The equivalent balance will become the responsibility of the transferring homeowner and reassigned to the homeowner's Club billing account.

The tenant food and beverage payments under monthly billing statements will be credited to the member's annual food and beverage minimum. The administrative fee for all transfers is \$375.00. This fee is reviewed annually by the VCA Board of Directors and may be updated for subsequent year transfers at the annual Budget Meeting in November. If completing an application for a future year prior to November, please submit the \$375.00 fee. If a change is approved, the Association will communicate that change and request the difference to be paid prior to your arrival date.