



## **Rental Application Instructions for Single Family Homes in Kings Lake**

The Short-Term Rental Lease Application, Instructions and Rules & Regulations for single family homes can be downloaded from our website, Kingslake.today. Kings Lake HOA Rules & Regulations and is included the application packet that your tenant completes. All forms are available as a separate file on our website. The application is also provided below as part of this document for your use.

**Homeowners should forward this application to prospective renters to be filled out after you complete Part 1. Your tenant completes Part 2 and submits the application** and required fees to Seacrest Southwest. Details are provided in the application.

Failure to provide all the data and fees required may cause the application to be sent back to the tenant and cause delays.

Please be sure that the applicant understands that they need to abide by the Rules and Regulations of Kings Lake HOA .

Your renters will have access to our amenities including use of the tennis courts. Please be sure you provide your renters with a key for access.

The application form itself contains details regarding the process and required background checks. While the background check report is confidential, if there are any red flags or areas of concerns, the property manager may bring them to your attention.

Seacrest Southwest Property Management will conduct the background check through Nationwide Criminal Background Check service and will respond to the applicant within 5 business days to approve the application, provided there is no issue that they deem requires Board review.

It is important to note that **International renters background checks can take up to 30 days to process**, so please plan accordingly. This is a situation outside of our control.

We thank you for your cooperation and we wish to welcome your renters to our beautiful family-oriented community and all the amenities that it has to offer.

Kings Lake Board of Directors



## APPLICATION FOR RENTAL/LEASE KINGS LAKE SINGLE-FAMILY HOME

In accordance with Kings Lake Home Owners Association (HOA) governing documents, Declaration of Protective Covenants, Article III, Section 19, as of June 29, 2023, all single-family home rental/lease agreements shall be for a minimum of 30 days, up to 12 times per year.

**Tenant** should complete the below application and submit along with **administrative processing fee** to be paid for by Tenant of **\$100.00, made payable to Seacrest Property Management, and mailed to Seacrest Southwest Property Management, Attn Nora Schweihs, 1044 Castello Drive, Suite 206, Naples, FL, 34103)** for approval no less than **5 BUSINESS DAYS** prior to the planned occupancy date. **International Renters must allow 30 days.**

Please note that an incomplete or illegible application will cause a delay in processing

A Certificate of Approval will be emailed to tenant prior to occupancy and property owner notified.

### Part 1 (PROPERTY OWNER INFORMATION to be completed by owner/landlord)

First name \_\_\_\_\_ Last name \_\_\_\_\_

Residence address \_\_\_\_\_

Kings Lake rental unit address \_\_\_\_\_

Contact phone number \_\_\_\_\_ Phone type Cell  Home  Other

Email \_\_\_\_\_

Full name of property's responsible party or property manager \_\_\_\_\_

24-hour contact phone number of responsible party \_\_\_\_\_

Phone type Cell  Home  Other  Business

**Part 2 (PRIMARY TENANT INFORMATION to be completed by tenant)**

First name \_\_\_\_\_ Last name \_\_\_\_\_

Driver's license number, expiration date and State issued \_\_\_\_\_

Contact phone number \_\_\_\_\_ Phone type Cell  Home  Other

Full name of Spouse/Other \_\_\_\_\_

Spouse/Other phone number \_\_\_\_\_ Phone type Cell  Home  Other

Applicant's full current residence address \_\_\_\_\_

State the names and relationship of all other persons who will occupy the residence (Provide age if under 18)

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Has anyone on this application previously rented in Kings Lake? \_\_\_\_\_

If yes, please provide details \_\_\_\_\_

**TENANT VEHICLE INFORMATON**

List all vehicles that will be parked at the residence. Passenger vehicles only, no boats or RVs are permitted.

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_ State \_\_\_\_\_

**HOA RULES AND REGULATIONS**

Tenant/tenants, hereby acknowledge that they have received and read a copy of the Association Rules and Regulations (attached below ) and agree to abide by them. Tenant is aware that the Association may terminate a lease upon default by the Tenant in not observing any of the provisions in the Documents. Tenant understands the necessary confidential information will remain confidential by the Home Owners Association’s Officers and/or Property Manager. Tenant declares the foregoing information to be true and correct. Tenant understands the application and background check fees are non-refundable.

**AUTHORIZAION**

Kings Lake HOA hereby authorizes Seacrest Southwest Property Management to verify all information contained on the application and conduct a full background check of prospective tenants. They are authorized to accept and approve this application unless findings cause the application to be sent to the Kings Lake Board for review. Applications shall be reviewed for approval within 5 business days for domestic and 30 days for International applicants.

Rental Dates (Month/Day/Year) From \_\_\_\_\_ To \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

This application has been designed for the purpose of protecting tenants and the current property owners. It is the desire of the Association to welcome you to our beautiful family-oriented community. Please read and adhere to our Rules and Regulations.

Included in this application is a copy of the Rules and Regulations for Kings Lake HOA and a Disclosure Regarding Background information to be signed by the Tenant.

# Acknowledgment and Authorization For Background Check

I acknowledge receipt of the separate documents entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and the DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT and certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Verified First, Phone: 844-709-2708 / 844-709-2708, Fax: 208-848-3204, 1120 S Rackham Way, Suite 300, Meridian, ID 83642, <https://www.verifiedfirst.com> and/or Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by checking the "I AGREE" box, typing my name and the last four digits of my Social Security Number or User ID, and clicking on the "SIGN ACKNOWLEDGMENT" button below, constitutes my electronic signature, dated as of when I click on the "SIGN ACKNOWLEDGMENT" button, and that by doing so:

- I am authorizing Verified First to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling Verified First at Phone: 844-709-2708 / 844-709-2708, Fax: 208-848-3204

I agree.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## PLEASE COMPLETE ALL FIELDS BELOW

<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b> <small>check box if no middle name</small>	
<b>Social Security Number*</b> ###-##-####		<b>Date of Birth*</b> month/date/year		<b>Email Address</b> <small>required</small>	
<b>Driver's License Number</b>	<b>Issuing State*</b>	<b>Former Names/Aliases</b> <small>separate aliases with comma</small>			

### CURRENT ADDRESS

### FORMER EMPLOYER

<b>Street</b>		<b>Apt/Unit</b>		<b>Company</b>		<b>City, State</b>	
<b>City</b>		<b>State</b>	<b>Zip</b>	<b>Position</b>		<b>Dates of Employment</b>	

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

# Disclosure Regarding Background Investigation

Verified First, the "Company," may obtain information about you from a third party consumer reporting agency for to work purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history (including income), or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by Verified First, Phone: 888-670-9564, Fax: 208-266-2310, Mailing Address:, 1120 S Rackham Way, Suite 300, Meridian, ID 83642. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your to work.

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

---

Signature

---

Print Name

---

Date

# Kings Lake HOA Rules and Regulations



**Summary of  
Existing Rules & Regulations  
Administrative Processes  
ARC Guidelines**

**Prepared August 15, 2023**

# Kings Lake HOA Rules and Regulations

## Rules & Regulations

Below is a summary of Rules & Regulations of the Master Association of Kings Lake. This summary includes compliance requirements in keeping with our Architectural Review Guidelines as well general Rules & Regulations previously adopted by the Kings Lake Board of Directors.

### 1. Building Construction Hours

Construction activity by contractors, sub-contractors or developers shall be limited to the hours of 8:00 am through 5:00 pm, Monday through Friday. There shall be no construction activity by contractors, sub-contractors or developers after twelve (12) noon on Saturdays and all day on Sundays or Holidays, as per previous Rules and Regulations. Exceptions allowed in the case of emergency repairs.

### 2. Plan Approval Required by ARC

All new construction and additions to existing homes must be approved by the Association's Architectural Review Committee prior to commencement of work. The application is available on the Kings Lake web site. Two (2) complete sets of construction plans will be required along with all required documentation and fees set forth in the application - Review by committee must be completed within 15 days as stipulated in section 3.3 of the covenants.

### 3. Signs/Decorations

**"For Sale"** signs shall be limited to one (1) "For Sale" sign per lot. "For Sale" signs may be posted continuously while property is for sale. This rule specifically prohibits "For Rent" signs and other signs, other than "For Sale" signs except as set forth below:

- a. All "For Sale" signs shall be a maximum of 12" high and 24" wide, no higher than three (3) feet above the ground and set back at least fifteen (15) feet from the roadway.
- b. One (1) "Open House" sign shall be allowed on each lot. The "Open House" sign may only be displayed during the actual period of the open house and must be removed immediately upon the open house being terminated. In addition, open house signs may be displayed only during daylight hours.
- c. Political signs may be displayed sixty (60), days prior to election and must be removed within seven (7) days after election. **This complies with Collier County Ordinances.**
- d. Halloween displays will be permitted from October 1 until through November 5. Christmas displays will be permitted from November 15 to January 25. Other holiday signs and decorations are permitted 30 days before and after the holiday.



# Kings Lake HOA Rules and Regulations

## 4. Pets

Dogs must be accompanied by their owners or their responsible persons and shall be on a leash. When a dog is outside the owner's property, the person walking or controlling the dog must remove all dog excrement.

## 5. Use of Lakes

- a. Only residents and guests may fish from Kings Lake.
- b. Fishing is allowed from Kings Lake shore only.
- c. Only catch and release pole or line fishing is allowed. No nets allowed.
- d. No fishing or jumping is allowed from any bridge.
- e. Swimming is not allowed in any lake.
- f. Dumping of lawn clippings or other debris into the lakes is prohibited.
- g. All users of the Kings Lake path must be respectful of lakeside residents. No loud disturbances or littering will be allowed.
- h. Walkers and bikers must observe all posted signs including directional signs.
- i. No trespassing is permitted on lakeside residents' property.
- J. Feeding of ducks, turtles, and other wildlife in the lakes is prohibited.

## 6. Placement of Trash, Refuse and Recycle Material

Homeowners on single family lots shall refrain from placing garbage, refuse, and recycle material in front of their homes until the evening before the day that pickup is scheduled. **(Note: Collier County Ordinance 91-47 prohibits placing trash at curbside prior to 6:00 p.m. the evening prior to scheduled pick-up).** Trash and recycle containers must be returned to their storage area before midnight on the evening of pickup and screened from view from the road as stipulated in section 3.9 of the covenants.

## 7. Use of Recreational Facilities

All common facilities in Kings Lake, such as walkways, tennis and pickle ball courts, may be used by owners of residential units and their guests. Rules for use of the courts, as posted from time to time, must be observed.

## 8. Tennis and Pickle Ball Court

The Kings Lake Court is located in the Preserve on Buckingham Lane and is available to all residents of Kings Lake and their guests, between the hours of 7:00 a.m. to dusk each day. You may obtain a tennis court key by contacting personnel at the maintenance shed. A \$5.00 key deposit is required.

# **Kings Lake HOA Rules and Regulations**

## **9. Storage and Parking Motor Vehicles and Boats**

No owner shall store or permit to be stored, park or permit to be parked, on the common area, any vehicle designed or be used for commercial purpose or displays exterior advertising matter; any swamp buggy, stock car, or other vehicle not normally used for highway travel; or any boat, trailer, or camper. Such vehicles described as above and located on homeowner's property must be stored within an enclosed garage.

**Parking on grass is prohibited according to Collier County Code.**

## **10. Purchase or Transfer of Property**

All individuals purchasing or acquiring title through transfer of deed to a property in Kings Lake, must complete the Master Association Application . Once completed, it should be mailed or emailed to the property manager of the management company for the association. To avoid delays to closing, all information must be provided, including name of individual who will reside in the residence and hold the voting certificate. The application can be found on our Kingslake.today website or through the property management office.

## **11. Property Sale or Transfer**

At least two weeks prior to selling or transferring of property, Kings Lake property management office needs to be notified of intent to sell or transfer. The notification form can be found on website, Kingslake.today or through the property management office.

## **12. Mailboxes and Lights**

Mailboxes and lights must be of the uniform design approved by the Association. Light bulbs must be 60 Watts or equivalent. Lights must be kept lighted dusk to dawn. House numbers must be displayed on mailboxes. Maintenance staff can sell replacement parts , excluding lightbulbs, as needed.

## **13. Driveways**

Driveways must be maintained in good condition and cleaned as needed. No crumbling, peeling, or black mold accumulation permitted.

## **14. Irrigation**

As stated in our covenants, "areas not covered by structures, walkways or paved parking facilities, shall be maintained as a lawn or as a landscaped area to the pavement area of any abutting street or lake. Such lawns shall be irrigated with an underground irrigation system. No stone, gravel, or paving of any type shall be used as a lawn."

# Kings Lake HOA Rules and Regulations

## 15. Nuisance Activity

No noxious or offensive activity shall be permitted in Kings Lake nor shall anything be done which may be or become a nuisance or an annoyance to the subdivision or a neighboring property as per Collier County Ordinance.

## 16. Air Conditioning Units

- a. Window air conditioners are not permitted

## 17. Fence and Hedge Guidelines (covenant and ARC requirements)

In accordance with the Declaration of Protective Covenants:

- a. Fences must be a minimum of 36" inside all property lines.
- b. All fences shall be installed in the rear portion of the lot and shall not extend past the front wall of the home.
- c. There shall be no galvanized chain link fences or chain link fences with "slats" installed. Black or green chain link fences are allowed.
- d. All fences shall be screened from view with hedge type shrubs such as hibiscus, viburnum, ligustrum, etc. Plants shall be installed along the length of the fence between the property line and fence and on the street side of the fence. The plants shall be planted 30" high at 18" on center.
- e. All fences must be permitted by Collier County.
- f. As stipulated in the Kings Lake HOA covenants, hedges may not exceed a height of five (5) feet, unless otherwise approved by ARC.
- g. ARC must approve all fence installations prior to installation.

# Kings Lake HOA Rules and Regulations

## Architectural Review Committee Guidelines

### 1. ARC Application Guidelines

The following projects and construction require that an application be made to the Kings Lake Homeowners Association, Architectural Review Committee. This list is not all inclusive. The application form is available on the Kings Lake web site, **KingsLake.Today**.

- a. Any roof replacement or installation
- b. Driveway renovations and expansions when the footprint changes
- c. Fences or walls over two (2) feet in height or where any fence or wall is sited within five (5) feet of a property line.
- d. Window replacement and installation where location or size is altered.
- e. Installation of landscaping “xeriscape” to replace existing lawn.
- f. Any expansion or demolition to a building
- g. Permanent installation of generators, propane tanks, or other fuel tanks.
- h. New pools or pool cages or expansion of existing pools and cages
- i. Sheds or lean-tos – Only allowed if integral to existing building
- j. Hot tubs
- k. Wells

### 2. ARC Violations

- a. Failure to submit an application for any ARC project or installation such as those listed in items a through k above, or any other item that may come under ARC may be deemed a violation.
- b. Any project or construction started without ARC approval will result in a stop order.
- c. Structures or construction not approved by the ARC may be removed.

### 3. Fence and Hedge Guidelines

In accordance with the Declaration of Protective Covenants:

- a. Fences must be a minimum of 36” inside all property lines.
- b. All fences shall be installed in the rear portion of the lot and shall not extend past the front wall of the home.
- c. There shall be no galvanized chain link fences or chain link fences with “slats” installed. Black or green chain link fences are allowed.
- d. All fences shall be screened from view with hedge type shrubs such as hibiscus, viburnum, ligustrum, etc. Plants shall be installed along the length of the fence between the property line and fence and on the street side of the fence. The plants shall be planted 30” high at 18” on center.
- e. All fences must be permitted by Collier County.
- f. As stipulated in the Kings Lake HOA covenants, hedges may not exceed a height of five (5) feet, unless otherwise approved