

**SERAFINA AT TIBURON HOA, INC.**

c/o Seacrest Southwest  
1044 Castello Drive, Suite 206  
Naples, FL 34103  
Office: (239) 261-3440

**APPLICATION FOR APPROVAL OF ANNUAL LEASE/Renewal**

**Checklist**

**Please include: (An incomplete application package will cause delays in processing)**

\_\_\_ Fully Completed and Signed Application

\_\_\_ \$150 Application Fee payable to: Serafina at Tiburon HOA, Inc. (non-refundable)

\_\_\_ \$50.00 PER resident – screening fee payable to Seacrest Southwest for a National Background & Credit Check (required for all applicants aged 18 and over).

\_\_\_ Completed and signed Acknowledgement and Authorization form for each applicant

\_\_\_ Legible copy of each Applicant's Photo ID

\_\_\_ Legible Copy of the complete Lease Agreement

\_\_\_ Signed Rules and Regulations

Office Hours: Monday through Friday 8 am to 5 pm. Slot in the middle of our door for afterhours drop-offs.

**APPLICATION FOR APPROVAL FOR**  
**ANNUAL LEASE/RENEWAL**

To: The Board of Directors of Serafina at Tiburon HOA:

c/o SEACREST SOUTHWEST  
1044 Castello Drive, Suite 206  
Naples, FL 34103  
Office: (239) 261-3440

Current Owner of Record: \_\_\_\_\_ Ph. \_\_\_\_\_

I hereby apply for approval to LEASE \_\_\_\_\_  
FOR ONE (1) YEAR COMMENCING \_\_\_\_\_  
(SERA Lot \_\_\_\_\_) in Serafina at Tiburon. A complete copy of the signed Lease Agreement is attached.

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification, misrepresentation or incomplete information in this application will result in automatic rejection of this Application. I consent to your further inquiry concerning this application, particularly of the references given below.

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION.**

1. Full Name of Applicant: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

2. Full Name of Spouse (if any): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

3. Home Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

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

4. Nature of Business or Profession: \_\_\_\_\_  
(If retired, former business or profession)

5. Company or Firm Name and Business address: \_\_\_\_\_

6. Please state the name and relationship of all other persons other than the applicant who will be occupying the unit on a regular basis.

\_\_\_\_\_  
\_\_\_\_\_

7. Two Personal References (local if possible)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

8. Person to be notified in case of emergency:  
Name/Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_

9. Motor vehicle:  
Model/Make: \_\_\_\_\_ Year: \_\_\_\_\_  
License Plate Tag Number: \_\_\_\_\_ State: \_\_\_\_\_  
Model/Make: \_\_\_\_\_ Year: \_\_\_\_\_  
License Plate Tag Number: \_\_\_\_\_ State: \_\_\_\_\_

10. Mailing address for notices connected with this application: (owner or real estate agent)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address: \_\_\_\_\_

11. We/I am aware of and agree to abide by the Declaration of Serafina at Tiburon, the Articles of Incorporation and Bylaws of the Association, and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules.

Initials of all applicants: \_\_\_\_\_

The prospective lessees will be advised by the Association management office within a 20-day period from the date of application whether this application has been approved.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Applicant's Signature Date

**APPLICATION APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_

By: \_\_\_\_\_  
Officer or Director

Date: \_\_\_\_\_

A check for \$150.00, payable to Serafina at Tiburon HOA, Inc., must accompany this application, for the purpose of defraying costs of checking references, directory updating, and other expenses related to the processing of this application.

# Disclosure Regarding Background Investigation

Southwest Property Management, Inc., the "Company," may obtain information about you from a third party consumer reporting agency for tenant evaluation 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:, 1550 S Tech Lane Suite 200 Meridian, ID 83642. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your tenant evaluation.

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

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Signature

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Print Name

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Date

## ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled **DISCLOSURE REGARDING BACKGROUND INVESTIGATION** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by \_\_\_\_\_ (“Management”) 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 **Veri ied First, 1550 South Tech Lane, Suite 200, Meridian, Idaho 83642; Tel. # 1-888-670-9564; www.Veri iedFirst.com and/or Employer.** I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

**New York City applicants only:** You acknowledge and authorize the Employer to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Minnesota and Oklahoma applicants only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Employer.

### 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

<b>Street</b>		<b>Apt/Unit</b>
<b>City</b>	<b>State</b>	<b>Zip</b>

#### FORMER EMPLOYER

<b>Company</b>	<b>City, State</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**

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Signature

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Print Name

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<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

<b>Street</b>		<b>Apt/Unit</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>	

#### FORMER EMPLOYER

<b>Company</b>		<b>City, State</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**

Sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Verified First expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided. Employers seeking credit reports must provide additional notices pursuant to state law.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Association (“the Company”) may obtain information about you from a third-party consumer reporting agency for application 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, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, 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, 1550 South Tech Lane, Suite 200, Meridian, Idaho 83642; Tel. # 888.670.9564; [www.verifiedfirst.com](http://www.verifiedfirst.com)**. The scope of this disclosure allows the Company to obtain consumer reports now and throughout the course of your employment for an employment purpose to the extent permitted by law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**[End of Document]**  
**p. 1 of 1**



**SERAFINA at TIBURON HOA, INC.**  
**RULES AND REGULATIONS<sup>1</sup>**

**EXTERIOR ALTERATION OF LOTS AND RESIDENCES**

No owner shall materially alter or make any additions to its lot or the exterior of its residence without PRIOR written approval of the Serafina at Tiburon Homeowners Association, Inc. Board of Directors ("Board" or "Association").

**EXTERIOR APPEARANCE OF RESIDENCE**

All windows, porches, balconies, and exteriors of all buildings on any lot shall be maintained in a neat and orderly manner. No refuse piles or unsightly objects (building materials-other than during new construction or reconstruction, broken household items, sports equipment, etc.) shall be allowed to be placed or remain anywhere thereon. Construction dumpsters must be placed in the driveway and must be emptied regularly. No construction dumpsters are permitted on Tiburon Boulevard East.

**EXTERIOR PAINT COLORS**

Homeowners wishing to repaint their home may repaint with the exact same color palette that they currently have, even if the color palette is phased out. In the event of a resale of a home with a phased-out property color, the new homeowner will have the option to retain the same exterior color. The paint palettes are comprised of Sherwin Williams paint described herein.

Phased-out color scheme numbers are eliminated and hereafter referred to as “OLD.”

Three OLD color schemes are phased out:

- OLD Scheme #1: Cupola Yellow
- OLD Scheme #2: Cellini Yellow
- OLD Scheme #4: Splendor Gold

Three ORIGINAL color schemes are continued:

- ORIGINAL Scheme #3: Townhall Tan
- ORIGINAL Scheme #5: Lanyard
- ORIGINAL Scheme #6: Outer Banks

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<sup>1</sup> Adopted April 9, 2021, Revised June 11, 2021

Seven NEW color schemes are also available:

NEW Scheme #7: Amazing Gray (SW 7044) with Worldly Gray (SW7043) as trim

NEW Scheme #8: Worldly Gray (SW7043) with Amazing Gray (SW7044) as trim

NEW Scheme #9: Pavillion Beige (SW7512) with Accessible Beige (SW7036) as trim

NEW Scheme #10: Accessible Beige (SW7036) with Pavillion Beige (SW7512) as trim

NEW Scheme #11: Roman Column (SW7562) and Agreeable Gray (SW7029) as trim

NEW Scheme #12: Dover White (SW6385) and Agreeable Gray (SW7029) as trim

NEW Scheme #13: Sand Beach (SW7529) and Natural Tan (SW7567) as trim

All shutters and railings shall be painted Urbane Bronze (SW7048).

Color schemes for approved repainting shall be recorded in the property file.

No color changes shall be permitted to the exterior of residential dwellings if the requested paint color scheme is the same as the exterior color scheme of the homes immediately contiguous to the home to be painted. Residential dwellings may have the same exterior paint color scheme as homes across the street.

### **GARAGE SALES**

No garage sales or similar activities are permitted on any lot or in the common areas of Serafina.

### **GARBAGE AND REFUSE DISPOSAL**

Trash, garbage, and other waste shall be kept only in sanitary containers, maintained in a clean and sanitary condition, and screened from view from the neighboring residences, except when curbside for collection. Trash and recycle containers shall not be placed on the curb for collection prior to 6:00 PM the evening before the scheduled collection and shall be removed by 7:00 PM the evening of the scheduled collection. Trash collection is Tuesday and Friday.

Recycling collection is **ONLY** on Friday. Please do not put recycling out on Tuesday. Bulk trash collection is only on Fridays and **ONLY** after a 48 hour minimum scheduling notice to Collier County Public Utilities Customer Service: 239-252-2380.

<https://www.colliercountyfl.gov/your-government/divisions-s-z/utility-billing-customer-service/trash-collection/bulky-items>

## **GOLF CARTS**

Golf carts may only be operated in conformance with Florida Statute 316.212; regulation lights and reflectors are required for after dark use. No person under 14 years of age is permitted to drive golf carts on the Serafina section of Tiburon Boulevard East.

## **LEASING OF RESIDENCE**

All leasing of residences must be presented in writing and must be approved by the Board. Residences may NOT be leased more than one (1) time in any calendar year. The minimum lease term is one (1) year.

## **MAILBOXES**

All mailboxes shall be of the same size, color, and mounted on the same post designated by the Board. Mailboxes and posts are the lot owner's property and must be maintained, repaired, and replaced by the lot owner at its expense.

## **MAINTENANCE AND CONTRACTING SERVICES**

Exterior maintenance of the property (including but not limited to landscaping, tree trimming, pressure washing, roof cleaning, painting, etc.) and contracting work (including but not limited to painting, remodeling, flooring installation, appliance installation, etc.) may be done only between the hours of 8:00 AM — 5:00 PM, Monday through Friday. **NO MAINTENANCE (except emergency) OR CONTRACT WORK IS ALLOWED TO BE DONE ON SATURDAY, SUNDAY, OR HOLIDAYS (New Year's Day, Easter, Memorial Day, Independence Day [July 4th], Labor Day, Thanksgiving and Christmas). NO CONTRACTOR EXTERIOR AUDIO may be played within Serafina.**

## **MAINTENANCE OF LOTS AND RESIDENCES**

Property owners are responsible for all maintenance and repair of all parts of the property, including but not limited to the residence exterior, pools, roofs (mildew or debris), lanais, all exterior fixtures, mechanical equipment, irrigation systems, lawn and landscape, keeping the same in a condition comparable to the condition at the time of initial construction. The Association provides basic pool cleaning, trimming of shrubs and lawn cutting weekly.

## **MAJOR CONSTRUCTION/RENOVATION**

Major construction and renovation projects are prohibited from November 1<sup>st</sup> through April 30<sup>th</sup>.

## **MOTOR VEHICLES**

Only vehicles (automobiles, vans, and SUV's) which can be securely kept in the residence garage shall be permitted on the property, except for those vehicles of an owner's guest, and maintenance and repair personnel whose vehicles are on the property temporarily. The parking of any vehicle upon any other part of the property is prohibited except as may be approved in writing by the Board. Garage doors shall remain closed except upon entering and exiting the garage.

## **NUISANCE**

No owner shall use his lot and residence, or permit to be used, in any manner which constitutes or causes unreasonable annoyance or nuisance to the occupant of another residence or permit the premises to be used in a disorderly or unlawful way. Occupants of the residence must at all times conduct themselves in a peaceful and orderly manner. Extreme care shall be exercised to minimize noises so as not to disturb other persons. No loud music or noise after 11:00 PM.

## **OCCUPANCY OF RESIDENCE**

Each residence shall be occupied by only one family at any time (no sub-leasing). Renters and Guests must be registered with the Association. No business or commercial activity shall be conducted in or from any residence.

## **PARKING AND SPEEDING**

No vehicles shall be parked on Tiburon Boulevard East within Serafina between 12:00 AM — 7:00 AM without **PRIOR** authorization of the Association. Service providers should take care to park on only one side of the street and not block the driveways and mailboxes of the private residences or the right of way. If planning a special event or holiday party, please notify the Association at least fourteen (14) days in advance of the event. Residents are requested to please

abstain from parking vehicles in the street at any time. The speed limit in Serafina is 25 MPH and should be observed at all times.

**PETS**

Dogs and cats and other common household pets, provided they are not kept, bred, or maintained for any commercial purpose, may be kept on the property. No other animals of any kind shall be kept, raised or bred on any part of Serafina. All pets shall be leashed or carried by the pet owner whenever outside the residence lot. All pet owners shall be held responsible to immediately collect and properly dispose of the waste and litter of his or her pet. If any pet becomes an unreasonable annoyance to other residents, the Board may require removal of pet from Serafina.

**SIGNAGE**

No signs (except street, speed limit, yield, and traffic signs, etc.) shall be displayed anywhere within Serafina, including those posted in windows of homes or motor vehicles. Security alarm company warning signs may only be posted within courtyards, or if no courtyard, within ten feet of the front door.

**SOLICITATION**

There will be no solicitation of any type allowed within Serafina. Real estate Broker Open Houses are not permitted.

**SPORTS EQUIPMENT**

No basketball stands, hoops, trampolines, or other sporting equipment (e.g. volleyball or soccer nets, swing sets) are allowed that are visible from the main street or neighbors' vistas.

**I hereby accept the Rules and Regulations of Serafina at Tiburon HOA, Inc. as outlined above and henceforth agree to abide by them.**

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

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