

**EACH TENANT MUST CHECK IN AND OBTAIN THEIR OWN BARCODE GATE PASS
DURING CLUBHOUSE HOURS: MONDAY-FRIDAY 8:30AM-4:30PM**

**Tenant/Guest Transfer Application
UNIT INFORMATION**

Lease Address: _____ Unit #: _____ Naples, FL 34112 Unit Phone # _____

Lease Agent: _____ Phone # _____

Occupancy (minimum of 30 days) From: ____/____/____ To: ____/____/____

OWNER INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____@_____

I understand and agree that my rights to use the common grounds, including privileges, will be suspended for the duration of the Tenant/Guest occupancy. The Tenant/Guest named below will hold full responsibility for charges incurred during this period and I will immediately notify the Club office in the event of any changes to this agreement.

Signature: _____ Date: ____/____/____

This transfers member privileges to one person and their spouse or significant other and dependent children under the age of 21.

TENANT/GUEST INFORMATION

Name: _____ Phone #: _____

Home Address: _____ Cell Phone# _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Spouse or Significant Other _____ Email Address: _____

Car Make _____ License Plate# _____

Administration Fee of \$450.00 MUST be turned in with application 30 days prior to the rental period and can only be paid by check OR credit card. Please keep in mind, if using a credit card, you will be charged a 3.5% administration fee. Final payment of House Account statement is also required by check or credit card. VISA/MC ONLY

Credit Card #: _____ Expiration Date: ____/____ CVV: _____

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 Cedar Hammock Golf & Country Club to bill the above mentioned credit card in the event payment of my monthly statement exceeds 30 days past due.

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

Return form and payment 30 DAYS PRIOR TO RENTAL DATE to:

Cedar Hammock Golf & Country Club
Attn: Stacy Mendoza
8660 Cedar Hammock Blvd. Naples, FL 34112
239-354-1175
Fax 239-354-1890, if faxing
Email: cedarhammock@cedarhammockcc.com

Membership Transfer Policies/Procedures

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 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.
- 2. An administration fee of \$450.00 is paid.**
3. Member's account is current in monthly charges, billings and assessments.
4. The applicant is approved by the Board of Director's or management.
5. The individual Neighborhood Association must be notified, and all outstanding fees and charges must be paid in full prior to delegation of privileges.

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. Only two people may be on the membership. **Please be aware that Tenant/Guests are not allowed pets at any time. Trucks are only allowed if they can be in a garage at all times.**

Application Instructions

1. Applications are available in the Administration Office.
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. Tenants/Guests must provide credit card information (Master card or Visa) which is kept on file. The credit card will not be charged unless the Tenant/Guest should leave and not pay final bill within 30 days.
3. All applications must be returned to the Administration Office at least 30 days in advance with the \$450.00 administration fee. **Any application received less than 30 days in advance will experience a delay in processing.**

Upon receipt, the application will be processed in a timely manner. Upon arrival at Cedar Hammock, Tenants/Guests **MUST** check in at the Administrative Office to receive a welcome packet that includes hours of operation for each outlet, directions for using the Chelsea Tee Time Booking System, and other pertinent information. They will also receive membership cards and a bar code for entrance through Cedar Hammock gates. The Owner's account will then become "inactive" for the duration of the transfer. Upon checkout of the Tenant/Guest, the Tenant/Guest must pay their bill in full by check. Please note the Administrative Office is open Monday-Friday 8:30am-4:30pm. The Tenant/Guest must make arrangements to settle their account during those hours. Once the rental period is fulfilled the Tenant/Guest's account is made "inactive" and the Owner's account is changed back to "active". All transfers must be for a minimum of thirty (30) days and a maximum of one (1) year. Any extensions of the dates of the rental period must be changed by the owner in writing or by phone.