

# VANDERBILT SHORES CONDOMINIUM ASSOCIATION, INC.

C/O SEACREST SOUTHWEST  
1044 CASTELLO DRIVE, SUITE #206  
NAPLES, FLORIDA 34103-1900  
(239) 261-3440  
Email: [rviera@swpropmgt.com](mailto:rviera@swpropmgt.com)

## **Purchase or Transfer Application Check-Off Sheet**

Before submitting your Sales Application for processing, you **MUST** have the following attached:

- ☐ A completed and legible **Application**. Please make sure the applicant(s) have signed the application.
- ☐ Signed and completed **Acknowledgement and Authorization Forms** for each applicant age 18 and over.
- ☐ A legible copy of the executed **Sales Contract**, signed by both parties.
- ☐ **\$150 non-refundable application fee.**  
**NOTE:** Separate applications & fee must be completed for co-applicants (excludes married couples and dependent children).  
If paying by check or money order, please make payable to: **Vanderbilt Shores Condominium Association.**

**Please do not submit partial packages.** Applications are not considered received until all documentation is submitted. Incomplete applications will be reviewed and sent back.

**Completed Applications must be submitted 20 days prior to the closing date.** Any application submitted less than 20 days prior to closing, **may have their closing delayed.**

If you should have any questions regarding the application procedure, please contact our Sales/Lease Administrator, at the number above. You may drop off your application at the Southwest Property Mgt. office Monday – Friday 8:00 am to 5:00 pm. After 5pm there is drop-off slot in the middle of the door.  
**Thank you!**

# Vanderbilt Shores Condominium Association, Inc.

c/o SEACREST SOUTHWEST

1044 Castello Drive, Suite #206

Naples, Florida 34103-1900

☎ (239) 261-3440

## APPLICATION FOR APPROVAL TO PURCHASE OR TRANSFER

**NOTE:** In accordance with the Governing Documents of the Association, **please submit this form, with ALL required enclosures, at least 20 DAYS prior to closing. Applicants may not close until the Association has tendered official approval** of their purchase, and further, that moving in prematurely constitutes ground for disapproval.

I/We hereby apply for approval to Purchase Address: \_\_\_\_\_ Gulf Shore Drive, Unit# \_\_\_\_\_, in Vanderbilt Shores Condominium Association, Inc. **An executed copy of the signed Sales Contract is attached.**

In order to facilitate consideration of this application, I/We represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I/We consent to your further inquiry concerning this application, including background check, credit check and of the references given below.

### PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

1. Full name of current owner(s): \_\_\_\_\_
2. Full name of Applicant: \_\_\_\_\_
3. Full name of Spouse: \_\_\_\_\_
4. Home address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: - Home (\_\_\_\_) \_\_\_\_\_ - Cell (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_
5. Nature of Business/Profession: \_\_\_\_\_  
If retired, former Profession: \_\_\_\_\_
6. Company or Firm name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
7. The Documents of Vanderbilt Shores Condominium Association, Inc. provide an obligation of unit owners/lessees that all units are to be used as single family residences only. Two (2) occupants per bedroom. Please state name, relationship, and age of all other persons who will be occupying the unit on a regular basis:

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Current Address: Ownership: How long? \_\_\_\_\_ Rented How Long? \_\_\_\_\_  
If Rented, Name of Current or Most Recent Landlord: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_
9. Person to be notified in Case of an Emergency: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

10. Make/Model of Car(s) to be kept at Vanderbilt Shores Condominium Association, Inc.  
 \_\_\_\_\_ / \_\_\_\_\_ Year: \_\_\_\_\_ License PL#: \_\_\_\_\_ State: \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ Year: \_\_\_\_\_ License PL#: \_\_\_\_\_ State: \_\_\_\_\_
11. Have you ever been convicted of a felony? Yes \_\_\_\_\_ or No \_\_\_\_\_  
 If yes, please include details \_\_\_\_\_
12. Two Credit References: (examples: Credit Card or Bank)  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_
13. Mailing address for notices connected with this application (realtor):  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
14. **CIRCLE ALL THE NUMBERS THAT APPLIES TO THE FOLLOWING**  
 I/We are purchasing this Unit with the intention to:  
 (1) Reside here on a full-time basis (2) Reside here part-time  
 (3) Lease the Unit. Please note there is an application process for all rentals.
- 
- I will provide the Association with a copy of our recorded deed within ten (10) days after closing.**
15. **I/We have read, and agree to abide by, the Declaration and any and all properly promulgated Rules & Regulations of Vanderbilt Shores Condominium Association, Inc.**  
**\*\*\* Seller needs to provide Documents.**
16. A non-refundable application fee of \$150 per applicant (married couple: 1 applicant) must be submitted with this application. Make check payable to: Vanderbilt Shores Condominium.

The signature below authorizes Vanderbilt Shores Condominium Association and its management company to access a credit/background check from any national credit bureau database. I/We fully understand that any information obtained will be confidential and used only in the approval/disapproval of my purchase within the association.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Co-Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR AN APPROVAL TO BE ISSUED, THE COMPLETED APPLICATION, COMPLETED AND SIGNED AUTHORIZATION FORMS, A COPY OF THE SIGNED SALES CONTRACT, ALONG WITH THE FEE TO:**

**Office hours:**

**Monday through Friday 8 a.m. to 5 p.m.**

**SEACREST SOUTHWEST**

**1044 CASTELLO DRIVE, SUITE #206**

**NAPLES, FL 34103-1900**

**ACTION TAKEN BY BOARD OF DIRECTORS**

☐ Approved ☐ Disapproved **Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
 (Board Member) (Office)

**ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION**

# 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.

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Signature

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Print Name

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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> <small>month/date/year</small>	<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.

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**Applicant Signature**

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**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.

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Signature

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Print Name

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Date

**Vanderbilt Shores  
Condominium Association**

**RULES &  
REGULATIONS**

## **RULES AND REGULATIONS**

### **VANDERBILT SHORES CONDOMINIUM ASSOCIATION, INC.**

The following rules and regulations of Vanderbilt Shores Condominium Association will be distributed to all owners and renters so they are familiar with what is expected of all who reside in our beautiful facility, for a vacation, a season, or as a permanent residence.

#### **Security**

1. Keys to the external doors and pool area may not be given to anyone not authorized to reside in the buildings. Contractors, repairman, cleaning personnel, or decorators should gain admission from you or, in your absence, from the Manager during regular working hours. If keys are given by an Owner to persons not residing in the building, security will be compromised. When that happens, it may be necessary to change the locks to the buildings at the owners expense.
2. When entering the buildings, do not permit strangers to enter with you.
3. When you enter or leave the building, make certain that the door is securely closed and locked behind you.
4. You can unlock the main entrances to the building to admit guests that have called you on the intercom phone by pressing "6" on your telephone before either party hangs up. Before you do so, make certain that you have verified the identity of the person calling.
5. To protect your property please advise the Manager in advance of your planned arrival and departure dates and time.
6. Auto license numbers must be registered with the Manager's Office to control parking spaces.

#### **Pets**

1. No pets or animals of any kind are permitted on the premises at any time by owners, lessees or guests.

#### **Dress Code**

1. Footwear and cover-ups are required in the lobbies, elevators and hallways at all times. This includes children and shirts for men.

#### **Pool**

Exhibit "D" to the Combined Amended and Restated  
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(Amended and Restated Rules and Regulations)

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1. Pool hours are from 9 A.M. to 9 P.M. Adults wishing to swim for exercise earlier may do so provided the activity does not interfere with the daily cleaning of the pool and they are quiet.
2. All swimming is at the risk of the participants. No lifeguard service is provided. Children who cannot swim and those under the age of 10 must be accompanied and supervised by a responsible adult at all times.
3. Children who are not toilet trained must not be taken into the pool, bodily wastes in the pool create a serious health hazard for others, particularly other children. E-Coli bacteria is not destroyed by pool chlorine.
4. Please shower off sand and suntan lotion before entering the pool. Poolside showers are available on the south side of the pool.
5. No glass or breakable containers should be taken onto the pool patio. Breakage can cause injury. No food or beverages should be taken into the pool. Plastic, cans, and paper cups may be used on the pool patio and then removed by the user.
6. Towels, clothing, or other personal effects are not to be left in the pool area. The chairs and lounges are not to be reserved with personal effects while not in the pool area except for very brief absences.
7. Rubber rafts shall not be used in the pool. "Noodles" and children's inflatable rings are permitted.
8. No running is permitted in the pool area.
9. Excessive noise should be kept to a minimum. Please show consideration for your neighbors that live adjacent to the pool area. Radios, tape and disk players may be used only with earphones.
10. No diving into the pool is permitted. Small pool toys (meant to be retrieved from the pool bottom) may be used provided their use does not interfere with others in the pool. They must be removed from the pool after use.
11. Pool furniture should be returned to original location when leaving the pool.
12. For the safety of others, do not drip water or sand on carpet in entryway, or tile lobby floor by the elevator when returning from the pool or the beach.
13. Pool rules are posted in the pool area. Violations of the rules should be reported to the Manager.
14. In case of an emergency, call 911 from the phone in the elevator and then call the building Manager at 597-1194.

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15. The Lobby door to the pool area in the Seville is for entrance to the pool area only. It must not be blocked open so that it can be used as an entrance to the lobby. Entrance to the building from the pool area should be through the rear door where mats are available to clean off sand from the pool area or the beach.

### **Trash Disposal**

1. There is a garbage disposal in the kitchen of each unit. This should be used for all soft garbage.
2. There is a trash chute on each floor. This can be used to dispose of trash other than boxes or newspapers. Please use trash chute only between the hours of 9 AM and 9 PM. Aluminum cans, plastic containers, glass bottles and jars, metal cans and newspapers can be placed in the appropriately marked receptacles in the trash room. Please remove all caps or lids, but labels need not be removed. No inserts or colored flyers CT magazines are to be placed in with the newspapers. To keep the area clean and odor free, please rinse all containers before placing them in the receptacles. These items will be recycled

### **Grocery Carts**

1. Grocery carts are available at the service entrances in both buildings. These carts are to be used for groceries and light parcels and should not be overloaded. Please return these carts to the service entrances immediately after use. Do not leave on the elevator, or rely on your neighbors to return them for you.

### **Parking**

1. All owners have assigned covered parking spaces. Please use them as there is a shortage of open parking during the season.
2. Cars must be properly parked between the lines in the open lots.
3. Parking spaces are for the exclusive use of passenger vehicles. Trucks, trailers, motor homes, boat trailers, etc. are not permitted to park overnight.
4. Owners who rent their units should vacate the covered assigned space during the rental period so that the tenants will have an assigned place to park. If necessary, car storage is available in town.

### **Fire Alarms**

1. There is a fire alarm in the hallway on each floor. Pull the alarm to activate the alarm system. Do not assume an automatic system is in effect. It is better to be safe than sorry.
2. Should an alarm be sounded, a speaker in each apartment will instruct you to evacuate the building. You should evacuate using the stairways. Do not use the elevators.

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### **Water Heaters and Water**

1. When you plan to be absent from your apartment overnight, the main water line should be closed and hot water tank valves shut off also. A major flood can occur should a leak develop or a hot water tank burst during your absence.
2. The circuit breaker for water heaters should be turned off at the electric circuit panel, or the plug pulled.
3. Water heaters need to be replaced in a timely fashion before trouble occurs. Ten years is as long as they should be trusted.

### **Cabanas**

Not all apartments have a cabana. Those who do should observe the following directives.

1. No resident or guest shall reside in or sleep in the cabana areas, nor permit others to do so.
2. No stove or cooking devices of any kind shall be maintained in the cabana area, nor shall cooking be allowed therein.
3. Any personal property, furniture, or fixtures maintained within the cabana area shall be maintained at the sole risk of the unit owner. No lawn furniture or other tangible personal property shall be maintained in the exterior portion of the cabana area.
4. A unit owner who also owns a cabana may not lease the cabana separately from his unit. He may, however, exclude, in writing, the use of the cabana from the terms of any lease of his unit.
5. A cabana owner should not permit the area to be a visual eyesore. A folding screen, vertical blinds, or some other method should shield the area.

### **Bicycles**

1. All bicycles owned or rented by the owners or tenants shall be stored in the area provided in the room under the tennis courts.

### **Balconies**

1. No towels, bathing suits, or other articles shall be placed on railings of balconies. No items may be thrown or dropped from balconies. Those below may be injured.

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2. No gas or charcoal grills are allowed on balconies.

### **Window Treatment**

1. All draperies used on windows shall have white or off white lining, except where draperies themselves are white or off white in color. The inside color is to the discretion of the owner.

### **Hallways**

1. Fire regulations do not permit storage of luggage, boxes, golf clubs, or strollers in the hallways.
2. Decorations, plants, and benches must allow clear access for emergencies.

### **Changes or Modifications to Units**

1. No awnings, glass, shutters, doors or screen doors, hot tubs or any other addition, shall be installed on any balcony without prior approval of the Board of Directors.
2. Any remodeling of the interior of the unit should be scheduled during the off season if at all possible.
3. Maintenance of apartment interiors is the responsibility of the owner, including plumbing, air conditioning and electrical. While the Maintenance Man is available for emergency assistance, he is not responsible for interior repairs and maintenance.
4. Some minor repairs may be handled by the Maintenance Man after hours for a fee to be paid to him directly including parts. Check with the Manager to verify if your needs can be accommodated in this manner and for proper scheduling and work order approval.
5. Emergency situation: Notify the Manager. Policy dictates that problems involving plumbing, water and electric shall be addressed promptly and rectified within a short time frame. If the problem entails prolonged repair or service, the Manager shall be notified immediately and suggested outside party be agreed upon with the owner and so engaged to fix the problem.

### **Resale of the Unit**

1. The owner should advise the Board of Directors of his or her intentions to sell his unit or any portion thereof.

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2. If the sale is to be handled by a real estate agent or other representative, the owner will furnish the Board with the name, address and telephone number of the agent.
3. The owner, if not in residence, will supply the agent with a key, and will be responsible that the agent secures the apartment after each entry.
4. The Manager will not admit agents or prospective buyers to the unit. If the unit is on multiple listing services, all agents must contact the listing agent for entry.
5. The Manager will post the listings of units for sale on the bulletin boards of each building.

#### **Reports of Common Area Repairs needed or Service Requests**

1. A written request must be filled out and returned to the Manager's office for all needed repairs or to report items that needs attention. Forms are available outside the Manager's office and in the Barcelona lobby.

#### **Social Room**

1. Reservations for use by groups for meetings or families for parties and gatherings shall be made with the Property Manager in advance. Dates so reserved will be posted on the calendar in the office by the Manager. No overnight use and lodging will be allowed, and those using the Social Room will leave it as tidy and clean as they found it.

During periods of high usage such as Christmas and Easter weeks, reservations will be limited to two (2) days, when making them in advance. However, if you have made reservations and you learn at the time of your usage that no other reservations have been made for the week in which you have reserved your time, the usage time may be extended.

#### **Tennis Court Use**

1. Keeping in mind that only one court is available and that Monte Carlo residents also have use privileges, reservations for play should be cleared through the Property Manager. For groups other than occasional play, reservations should be made at least one day in advance. The Manager may establish additional policies and procedures for use of the courts.

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## FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

Property: **Vanderbilt Shores Condominium Association, Inc.**

As of January 2025

**Q: What are my voting rights in the Condominium Association?**

A: One (1) vote per unit

**Q: What restrictions exist in the condominium documents on my right to use my unit?**

A: A condominium shall be used only as a single-family residence. No more than five (5) persons may permanently occupy a two (2) bedroom unit. NO pets allowed.

Please refer to the Declarations of Covenants and Rules & Regulations, Section 14.

**Q: What restrictions exist in the condominium documents on the leasing of my unit?**

A: Units may be leased for a minimum of thirty (30) days.

**Q: How much are my assessments to the Condominium Association for my unit type and when are they due?**

A: Due quarterly on January 1st, April 1st, July 1st and October 1st.

<b>Barcelona: 10691 Gulf Shore Dr.</b>	<b>Seville: 10701 Gulf Shore Dr.</b>
<b>3 Bedrooms - \$6,729.02</b>	<b>3 Bedrooms - \$6,507.18</b>
<b>2 Bedrooms - \$5,383.21</b>	<b>2 Bedrooms - \$5,658.41</b>

**Q: Do I have to be a member in any other Association? If so, what is the name of the Association and what are my voting rights in this Association? Also, how much are my assessments?**

A: NO

**Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?**

A: NO

**Q: Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.**

A: NO

**NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMERY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.**