

Leasing a unit in a Stonebridge Condominium Association today literally requires seven (7) forms: Four (4) are required by Stonebridge Administration and three (3) by our Willow Bend Association.

Submitting a lease request **without all 7 completed** seriously slows down the process as the entire package is **returned** to owner for revision and completion.

Documents and Florida Statute require Willow Bend Board of Director approval for a lease.

The Board cannot approve a lease until all requested forms and monies have been submitted.

5 of the Forms Are Found on the Willow Bend Website

- Go to **Stonebridge** website/ click-on **Neighborhoods** select **Willow Bend** from left side menu ... once into Willow Bend ... scroll down to **Leasing Your Willow Bend Unit**
- Appearing there will be: Membership Transfer Form/ Acknowledgement Form/ Willow Bend Lease Application Form (2 pgs)/ Disclosure & Authorization Agreement Regarding Consumer Reports ...separate form for EACH person on lease/ Residential Screening Form ... separate form for EACH person on lease.

2 Remaining Forms Are Found on the Stonebridge Website

- Go to **Stonebridge** website/ click-on left side-menu "Club Resources"
- Left Side- Menu click-on "Forms"
- Scroll to "Tenant Acknowledgement" Form
- Scroll to "ACH Debit Authorization Form"

Money Which Must Accompany Forms

- \$35 per **each** Tenant on Lease Application payable to Complete Property Management ... Background Security Search
- \$100 payable to Complete Property Management ... Administration Fee
- \$450 payable to SBCC for Member Transfer Fee if applicable

Now that you've got it all together (Hallelujah!), submit EVERYTHING to Ileana Castro at Complete Property Management - Suite #172/ 3050 Horseshoe Drive/ Naples, FL 34014