



Riverstone at Naples Homeowners Association, Inc.
Managed by Advanced Property Management Services
3660 Seven Seas Drive
Naples, FL 34119
Phone: 239-331-7573

LEASE CHECKLIST:

- ☐ Completed Lease Application
- ☐ Completed Envera Access Control Form
- ☐ Completed MyEnvera Registration Form
- ☐ \$100.00 Processing Fee
- ☐ Fully Executed Lease Contract
- ☐ Copy of Driver's License(s)
- ☐ Golf Cart Registration Form
- ☐ Golf Cart Rules Acknowledgement
- ☐ Consent for Electronic Communication

APPLICATION SUBMISSION INSTRUCTIONS

Please submit the fully completed application packet by one of the following methods at least **7 business days in advance**.

Via Email: Ttelesz@apmsfl.com

In Person:

Management Office; Riverstone Clubhouse
3660 Seven Seas Drive
Naples, FL 34119



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2026 LEASE APPLICATION

PLEASE PRINT OR TYPE ALL INFORMATION ON THIS FORM

A \$100 Non-Refundable Application Fee is payable by check only to *Riverstone at Naples HOA*.

PROPERTY INFORMATION

Property Address: _____

Owner's Name: _____

Leasing Dates: _____

Per the rules and regulations all leases must be at least 30 days and can be no longer than a year.

Realtor's Name: _____

Email Address: _____ Phone #: _____

APPLICANT #1 INFORMATION:

Full Name: _____

Date of Birth: _____

ID (Driver's License or Passport): _____

Phone #: _____

Email Address: _____

Marital Status: ☐ Married ☐ Separated ☐ Divorced ☐ Single

APPLICANT #2 INFORMATION

Full Name: _____

Date of Birth: _____

ID # (Driver's License or Passport): _____

Phone #: _____

Email Address: _____

Marital Status: ☐ Married ☐ Separated ☐ Divorced ☐ Single

HOUSEHOLD INFORMATION

Number of People Who Will Occupy the Unit: _____

****COMPLETE NEXT PAGE FOR ADDITIONAL PERSONS WHO WILL OCCUPY THE RESIDENCE****



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Name all persons who will occupy the residence (including applicants)
Note: Date of Birth is Required

NAME	RELATIONSHIP	DATE OF BIRTH	EMAIL	PHONE NUMBER	Do you want this person to have guest authorization privileges?

NOTE: All applicants and persons over 18 MUST provide a copy of their Driver's License or Passport.



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RESIDENCE HISTORY

Present Address: _____

City: _____ State: _____ ZIP: _____

Own () or Rent () Years: _____

Name of Landlord: _____ Phone: _____

Previous address (if less than 5 years at present address)

Present Address: _____

City: _____ State: _____ ZIP: _____

Own () or Rent () Years: _____

Name of Landlord: _____ Phone: _____

ACCESS CONTROL REGISTRATION FORM

Homeowners/Tenants: Please provide this form to your property manager/association staff. It must be submitted by an Authorized Community Contact. Please type or print clearly. Attempting to submit this form via an unauthorized contact or illegibly will delay processing. If multiple tenants reside at the same address, each must complete their own form.

☐ NEW Homeowner	☐ UPDATE Homeowner	☒ NEW Tenant	☐ UPDATE Tenant		
Tenant Lease Start Date (if applicable):		Tenant Lease End Date (if applicable):			
Do you want to remove/revoke access for the previous tenant(s)? ☐ Yes ☐ No (if applicable)					
If yes, all previous tenants will be removed. Please provide date to be deactivated:					
Community Name: RIVERSTONE OF NAPLES					
Property Street Address:					
Primary Contact Name:					
Phone Number:		Email Address:			
Credential Information (for household)					
Credential Type: Fob, Sticker, Card, OFFICE USE ONLY	Credential Number	Make (for vehicles)	Model (for vehicles)	State/ Color (for vehicles)	Plate Number (for vehicles)

Once submitted, please allow 24-48 hours for forms to be processed. The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the above information current. Please advise us of any changes by emailing myenvera@enverasystems.com.



MyEnvera Registration Form

Important Instructions:

This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF.

Please type or print clearly. *Attempting to submit this form via an unauthorized contact or illegibly will delay processing.*

If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

☐ NEW Homeowner	☐ UPDATE Existing Homeowner	☒ NEW Tenant	☐ UPDATE Existing Tenant
New Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be removed? ☐ Yes ☐ No
If yes, please provide date to be removed:

For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact: The primary number is the first phone number that will be used when an Envera representative needs to contact you. The secondary number will be used if a homeowner/tenant cannot be reached at the first number. A primary email address will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.	
Primary Contact Name:	
Primary Number:	Secondary Number:
Primary Email Address:	
Secondary Contact Name:	
Primary Number:	Secondary Number:
You can add additional household members on your MyEnvera account.	

If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate access control form.

Once this form is submitted, please allow up to **48 hours** for processing. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple app or website <https://myenvera.com>. After you receive your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, or vendors that you expect for your household.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.



Email & Text Communication Opt-In Form

The Riverstone at Naples Homeowners Association uses email and text messaging to share important community updates, event invitations, emergency notifications, and other association-related information.

By completing and signing this form, you are authorizing Riverstone at Naples to contact you using the information provided below.

Resident Information (Resident 1)

- Name: _____
- Property Address: _____
- Primary Email Address: _____
- Cell Phone Number: _____

Resident Information (Resident 2)

- Name: _____
- Property Address (if different): _____
- Primary Email Address: _____
- Cell Phone Number: _____

Consent & Authorization

☐ Email Communication Consent

I consent to receive official association communications via email at the address provided above.

☐ Text Communication Consent

I consent to receive official association communications via text message at the cell phone number provided above.

I understand that message and data rates may apply, and that I may opt out of these communications at any time by notifying the Association office in writing or by following opt-out instructions in the message.

Resident Signature: _____ Date: _____

APPROVED AMENDMENTS
TO THE
RULES AND REGULATIONS
FOR
RIVERSTONE AT NAPLES HOMEOWNERS ASSOCIATION, INC.

Additions are underlined.
Deletions are ~~stricken through~~.

1. Golf Carts.

- a) No gasoline-powered golf carts shall be operated within the Community, except as may be owned and operated by the Declarant or the Association. All other golf carts shall be powered by electricity or by similar non-combustion means. [Major]
- b) When not in use, golf carts shall be parked or stored only within the garage of the Home and with the garage door closed. [Minor]
- c) Golf carts may only be operated upon the paved roadways (not sidewalks) within the Community in the same fashion as other motor vehicles. [Major] Amended July 1, 2019
- d) Operators of golf carts shall abide by all traffic regulations applicable to vehicular traffic and shall operate their golf cart in accordance with the manufacturer's safety recommendations. The operator shall not impede the flow of traffic. [Major]
- e) The Association may restrict, prohibit or regulate the used of golf carts upon heavily traveled roadways within the Community if the Association determines such use is incompatible with the normal and safe movement of traffic. [Guidance only]
- f) Any person operating a golf cart within the Community shall carry and maintain a valid ~~Driver's License~~ issued by the Florida Department of Highway Safety and Motor Vehicles ("DHSMV"). A person with a valid Learners Permit/Restricted License issued by the DHSMV may operate a golf cart in the Community only if accompanied by a person with a valid Driver's License issued by the DHSMV, in accordance with the requirements of Florida law regarding the operation of vehicles. [Major]
- g) Golf carts may be operated only during the hours between sunrise and sunset, unless the golf cart is equipped with working headlights, working brake lights, turn signals and a windshield. At all times, drivers shall comply with applicable Florida traffic laws, including but not limited to using headlights between sunrise and sunset, using turn indicators, stopping at stop signs and not exceeding the community speed limit of 25 MPH. [Major] Amended May 6, 2019
- h) Each owner of a golf cart operated within the Community shall keep the golf cart in good condition and appearance. Each golf cart shall be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror and red reflectorized warning devices in both the front and rear. No owner of a golf cart may modify their golf cart

- i) All golf carts operated on the streets of Riverstone shall be registered with the Property Manager who will obtain and issue a numbered decal that must be affixed to the golf cart. The Property Manager shall collect a fee sufficient to cover the cost of the decal, which fee shall be announced to the community. Decals may not be moved between golf carts. [Intermediate] Amended June 1, 2019
- j) Owners of golf carts operated within the Riverstone community shall maintain insurance for each golf cart to at least the amount required by the State of Florida for automobiles, and the Riverstone HOA shall be listed as an "interested party," being an entity to be notified if/when the insurance has expired/cancelled. A copy of the coverages in the insurance policy shall be filed with the Property Manager when the golf cart decal is requested and revalidated annually on a schedule to be determined by the Property Manager. [Intermediate. Successive violations shall apply for every two-week period after a warning that proof of insurance is lacking.] Amended June 4, 2018
- k) In addition to the penalties established for Minor, Intermediate and Major violations of Association rules, the issuance of two major violations will suspend an Owner's golf cart privileges for one year. Five such violations within one year will revoke such Owner's golf cart privileges within the Community. Use of a golf cart during a period when such privilege is revoked will be subject to such penalties as the Board may impose, including injunctive relief at the violator's expense. Amended June 4, 2018

I certify that I have received a copy of the golf cart rules and have read and understood these rules.

I also certify that all drivers / operators of the golf cart(s) will abide and comply with all rules and requirements in the golf cart rules.

Signature _____

Date: _____

Permit Number: _____

**SIGNATURE IS REQUIRED EVEN IF YOU
DO NOT HAVE A GOLF CART.**



Golf Cart Registration

Resident Information (Resident 1)

- Name: _____
- Property Address: _____

Resident Information (Resident 2)

- Name: _____
- Property Address (if different): _____
- Golf Cart Manufacturer: _____
Serial # / ID #: _____

Insurance Company: _____

Policy #: _____

Liability Limits: _____

Expiration Date: _____

I certify that all drivers will be at least 16 years of age.

In order to operate a Golf Cart at night within the Community, it requires headlights, turn signals, reflectors, and brake lights.

Signature: _____ Date: _____

Permit Number: _____

Permit Expiration Date: _____



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1) I hereby agree for myself and on the behalf of all persons who may reside in the property that I/we will abide by all of the restrictions contained in the Bylaws, Rules & Regulations, Association Documents, and restrictions which are or may in the future be imposed by the RIVERSTONE AT NAPLES HOMEOWNERS ASSOCIATION, INC.

2) I understand that there are restrictions on pets.

3) No commercial vehicle, trailer, recreational vehicle, boat or boat trailer etc. may be parked or stored on the property except inside the garage of a home located upon a Lot.

4) Use of this house is for residential purposes only.

5) If any question is not answered or left blank, this application will be returned and not processed.

New Owner agrees that the terms of the attached Purchase Agreement are within the requirements of the RIVERSTONE AT NAPLES HOMEOWNERS ASSOCIATION, INC. Documents and agree to abide by the Association Documents and Rules & Regulations.

Please include the \$100.00 Application Fee made payable by check or money order to Riverstone at Naples HOA.

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

OWNER: _____ DATE: _____

OWNER: _____ DATE: _____

Reviewed and Approval/ Denied

By: _____ DATE: _____