

**Princeton Place at Wiggins Bay Condominium Four Association, Inc.**

Sales Application Checklist  
c/o Paramount Property Management  
5629 Strand Blvd. #412, Naples, FL 34110

**APPLICATIONS ARE NOT COMPLETE WITHOUT THE FOLLOWING AND WILL BE  
SENT BACK TO THE APPLICANT**

Unit Number/Address: \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:**

- \_\_\_\_\_ COPY OF THE SALES CONTRACT/AGREEMENT.
- \_\_\_\_\_ COMPLETED AND SIGNED APPLICATION.
- \_\_\_\_\_ TWO REFERENCE LETTERS
- \_\_\_\_\_ \$100.00 APPLICATION FEE, MADE PAYABLE TO **PRINCETON PLACE FOUR**  
CHECK NUMBER: \_\_\_\_\_

Unit Owner(s) Name	Signature	Date
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Applicant(s) Name	Signature	Date
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Realtor Name	Signature	Date
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**Princeton Place at Wiggins Bay Condominium Four Association, Inc.**  
**APPLICATION FOR PURCHASE**

Building: \_\_\_\_\_

Unit: \_\_\_\_\_

Please note: Prior approval by the Board of Directors is required before any unit can be occupied. A check in the amount of \$100.00 (fifty dollars) for the application fee must accompany the application. Failure to comply with this requirement can result in an eviction from the above set forth premises. The application and check should be sent to: **Paramont Property Management, LLC, 5629 Strand Blvd., Suite 412, Naples, FL 34110.**

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ How Long Employed: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Others who will occupy the unit:

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
1.	_____	_____	_____
2.	_____	_____	_____

Vehicles:

	<u>MAKE</u>	<u>YEAR</u>	<u>MODEL</u>	<u>STATE</u>	<u>TAG #</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____

In case of emergency, contact: \_\_\_\_\_  
Name Phone

The undersigned certifies, by the undersigned's signature(s) that the rules and regulations have been read and understood before entering into any agreement for the purchase of the above unit and before the execution of this application form. The undersigned acknowledges that the governing documents are subject to change by amendments approved by the board of directors from time to time and that the undersigned will comply with any and all such amendments as well as with the rules and regulations as they exist at the time this application form is executed by the undersigned.

The undersigned certifies that all information provided above as well as the references set forth below are true and correct and that the occupancy of the above unit is conditioned upon the accuracy of said information and that the removal proceedings could result against the undersigned should it be established that any of said information is not true and correct.

The undersigned authorizes the Board of Directors and Agents of the Board of Directors of this Condominium Association to obtain any and all information relating to the undersigned's credit history and further authorizes any and all of the undersigned's creditors and credit bureaus to release any and all of the undersigned's credit history to this Condominium Association.

CREDIT REFERENCES:

Bank Name & Address: \_\_\_\_\_

Type & Account Number: \_\_\_\_\_

Other: 1.) \_\_\_\_\_

2.) \_\_\_\_\_

PERSONAL REFERENCES: (Name, Address & Phone Number Please)

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____

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

Co Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_ APPROVED      \_\_\_\_\_ DISAPPROVED

Director/Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

for

## Princeton Place at Wiggins Bay Condominium Four Association, Inc.

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

A: There are 37 units in the Condominium Association. The owner(s) of each unit have one divisible vote, which may be cast in all matters which require a vote of the owners. Voting rights are described in § 3.5 and § 3.6 of the By-Laws.

**Q: What restrictions exist within the Condominium Documents on my right to use my unit?**

A: Units are restricted to residential use. See section 17, Occupancy and Use Restrictions, of the Declaration.

**Q: What restrictions exist within the Condominium Documents on the leasing of my unit?**

A: The minimum lease period is for thirty (30) days. Application forms must be filed with Paramont Property Management, LLC for approval of lease. Section 18, as amended, of the Declaration describes leasing restrictions.

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

A: SEE BUDGET

**Q: Do I have to be a member of 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: Each unit owner has to be a member of the Princeton Place Owners Association and the Wiggins Bay Foundation, which provide certain common facilities and services to the residents of Princeton Place and of Wiggins Bay, respectively. Voting rights are shown in Article V of the Property Owners Declaration and in Article III of the Wiggins Bay By-Laws, respectively.

**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: There are no required payments, other than the assessments noted above.

**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: Not that we know.

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

## Highlights of the Rules and Regulations

1. As a courtesy to others, please try to limit noise from your unit or your lanai between the hours of 10:00 PM and 7:00 AM. One frequent complaint is the noise caused by rapidly opening and closing of the sliding doors to the lanai. At night these sounds carry through the building. A good rule of thumb is that during the quiet hours open and close these doors so slowly that they cannot be heard in your unit. Nosey rollers should be replaced.( Condo Four Suggestion)
2. If you haven't already done so please install pads on any moveable furniture, particularly chairs that are on hard surface floors in your unit. .( Condo Four Suggestion)
3. Rentals must be for a minimum of 30 days and must be approved by the Board of Directors prior to the rental. Rental Applications can be obtained from our Management company, Paramount Property Management [239-631-5237](tel:239-631-5237)(Condo Four)
4. Stairwells, landings, balconies, walkways and entrance ways must not be obstructed [See Notices below] by any objects such as bicycles, carriages, chairs, plants, etc. ; nor should any towels, rugs, mops or other articles be hung or shaken from any balcony or window. (Condo Four and County Fire Regulations)
5. All refuse must be placed in tightly secured plastic bags and deposited in the dumpster using the trash chute or, for larger material, by placing refuse directly into the dumpster on the ground floor. Boxes should be broken down. No refuse should be left in the trash rooms on floors two through five. (Condo Four)
6. No repair of motor vehicles is allowed in common areas.( Property Owners Assn.)
7. No commercial vehicles, trailers, boats, mobile homes or recreational vehicles are permitted to be parked overnight in the common areas. Vehicles found in violation will be towed away. (Property Owners Assn.)
8. No guest or tenant can have an animal or pet. Owners may have one dog or one cat as long as the pet does not weigh more than 25 pounds. ( Condo Four)
9. No barbecuing is permitted on any lanai or within 10 feet of the building or on the pool deck. Barbecuing with a gas grill is permitted in areas designated by the Property Owners Assn. (Fire Regulations and Property Owners Assn.)

10. Car washing is permitted only in the designated wash area at the West end of the building.

(Condo Four)

11. Owners, guests, and tenants should comply with posted pool regulations and wear tops and footwear in the elevator and the common areas when going to and from the pool. (Property Owners Assn.)

12. All children under fourteen years of age must be accompanied by a responsible adult in the common areas, particularly in the pool area. (Condo Four and Property Owners Assn.)

13. As a courtesy to others, please do not deposit heavy trash items between 10PM and 8AM.(Condo Four Suggestion)

### **Notices**

- Obstructions of the walkways, noted by the Collier County Fire Marshall, may result in fines of up to \$1000.00.
- The Boards of Directors of Condo Four and The Property Owners Association are empowered to impose fines for violations of their respective Rules and Regulations.

SCHEDULE "A" TO BY-LAWS  
RULES AND REGULATIONS FOR

PRINCETON PLACE AT WIGGINS BAY CONDOMINIUM FOUR

1. The sidewalks, entrances, and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property; nor shall any carts, bicycles, carriages, chairs, tables or any other similar objects be stored therein.

2. The personal property of Unit Owners must be stored in their respective Units or in storage areas.

3. No garbage cans, supplies, milk bottles or other articles shall be placed on the balconies or other Common Elements. No linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, fences, balconies, terraces or other portions of the Condominium Property.

4. No Unit Owner shall permit anything to fall from a window or door of the Condominium Property, nor sweep or throw from the Condominium Property any dirt or other substance into any of the balconies or upon the Common Elements.

5. All refuse must be deposited with all other refuse in areas designated for such purpose by the Developer.

6. Employees of the Association are not to be sent out by Unit Owners for personal errands. The Board of Directors shall be solely responsible for directing and supervising employees of the Association.

7. No Unit Owner shall make or permit any disturbing noises in his Unit by himself or his family servants, employees, agents, visitors or licensees, nor permit any conduct by such persons that will interfere with the rights, comforts or conveniences of other Unit Owners. No Unit Owner shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other residents. No Unit Owner shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents.

8. No radio or television installation may be permitted in any Unit which interferes with the television or radio reception of another Unit.

9. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Condominium Property, except signs used or approved by the Developer. Additionally, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the Building or on the Common Elements.

10. The Association may retain a pass key to all Units. No Unit Owner shall alter any lock nor install a new lock without the prior written consent of the Board of Directors. Where such consent is given, the Unit Owner shall provide the Association with an additional key.

11. Barbecuing shall be permitted only in designated areas.

12. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Elements, except for use in barbecuing.

13. A Unit Owner who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible firm or individual to care for his Unit should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual. Such firm or individual shall be subject to the approval of the Association.

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PAGE

14. Food and beverages may not be consumed outside of a Unit except in designated areas.

15. A Unit Owner shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the Building.

16. No oil drilling, oil development operations, oil refining, quarrying or mining operations of any kind shall be permitted, on, upon or in the Condominium Property, nor shall oil wells, tanks, tunnels, mineral excavations or shafts be permitted upon or in the Condominium Property. No derrick or other structure designed for use in boring for oil, natural gas or minerals shall be erected, maintained or permitted upon any portion of the Condominium Property.

17. The requirements from time to time of any governmental agency for disposal or collection shall be complied with. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition.

18. No air-conditioning units may be installed by Unit Owners. No Unit shall have any aluminum foil placed in any window or glass door or any reflective substance placed on any glass.

19. No exterior antennae shall be permitted on the Condominium Property or Improvements thereon provided that Developer shall have the right to install and maintain community antennae and radio and television lines and other temporary communications systems.

20. No chain link fences shall be permitted on the Condominium Property or any portion thereof, except during construction by Developer.

21. Children shall be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them of these rules and regulations. All children under fourteen (14) years of age must be accompanied by a responsible adult when entering and/or utilizing the commonly used facilities.

22. No animals or pets of any kind, except as may otherwise be provided in the Declaration shall be kept in any Unit.

23. No Unit Owner shall install a screen enclosure to or upon the outside walls of the Building or on the Common Elements or Limited Common Elements without the prior consent of the Board of Directors.

24. No sign, advertisement, notice, lettering or descriptive design shall be posted, displayed, inscribed or affixed to the exterior of a Unit. No "FOR SALE" or "FOR RENT" or similar signs or notices of any kind shall be displayed or placed upon any part of a Unit by Unit Owners other than the Developer and the Association.

25. Every Owner and occupant shall comply with these Rules and Regulations as set forth herein, and any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration and By-Laws as amended from time to time. Failure of an Owner or occupant, licensee or invitee to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. The Association shall have the right to suspend the use of the Recreation Area, in the event of failure to so comply. In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, licensees, invitees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or By-Laws, provided the following procedures are adhered to:

- (a) Notice: The Association shall notify the Owner or occupant and if applicable, his licensee or invitee of the infraction or infractions. Included in the notice shall be a date and time of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why penalties should not be

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PAGE



imposed. At such meeting, the Owner or occupant shall be entitled to be represented by counsel (at his expense) and cross-examine any present witnesses and other testimony or evidence.

- (b) Hearing: The non-compliance shall be presented to the Board of Directors after which the Board of Directors shall hear reasons why penalties should not be imposed. Formal rules of evidence shall not apply. A written decision of the Board of Directors shall be submitted to the Owner or occupant by not later than twenty-one (21) days after the Board of Directors' meeting.
- (c) Penalties: The Board of Directors may impose a fine not in excess of Fifty Dollars (\$50.00) for each non-compliance or each violation.
- (d) Payment of Penalties: Fines shall be paid not later than thirty (30) days after notice of the imposition or levy of the penalties.
- (e) Collection of Fines: No fine shall become a lien against a Unit. However, the Board may take such other affirmative and appropriate action as may be necessary to effect collection of fines.
- (f) Application of Penalties: All monies received from fines shall be allocated as directed by the Board of Directors.
- (g) Non-Exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending Owner shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.

26. These Rules and Regulations shall not apply to the Developer, nor its agents or employees and contractors, or to Institutional First Mortgagees, nor to the Units owned by either the Developer or such Mortgagees. All of these Rules and Regulations shall apply, however, to all other Unit Owners and occupants, and, if applicable, their licensees or invitees even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific Rules and Regulations upon written request therefor and good cause shown in the sole opinion of the Board.

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002272  
PAGE

# COLLIER COUNTY TAX COLLECTOR

**Tourist Tax** - [touristtax@colliertax.com](mailto:touristtax@colliertax.com)

239-252-8829 Fax 239-793-5595

## **Q: Who actually pays the Tourist Development Tax?**

A: Any renter who resides for 6 months or less. It is the owners responsibility to collect the 4% Tourist Tax and submit it to the Collier County Tax Collector.

## **Q: Is the 4% Tourist Development Tax the only tax due on short-term rentals?**

A: No, there is also a 6% State Sales Use tax, payable to the Department of Revenue, for the State of Florida. You can call them at (239) 348-7565 or 1-800-352-3671 for details.

## **Q: Is the Tourist Development Tax enforced?**

A: Yes, the Tourist Development Tax, Ordinance 2005-43, is enforced by the Collier County Tax Collector. It is considered a violation if the owner does not collect and remit this tax. Among other statutory remedies, a Warrant can be issued and filed in Collier County. This will create a lien against the taxpayer's property. Any person who is taxable hereunder who fails or refuses to charge and collect from the person paying any rental or lease the taxes herein provided, either by himself or herself or through agents or employees is, in addition to being personally liable for the payment of the tax, guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. No person shall advertise or hold out to the public in any manner, directly or indirectly, that he or she will absorb all or any part of the tax, that he or she will relieve the person paying the rental of the payment of all or any part of the tax, or that the tax will not be added to the rental or lease consideration or, when added, that it or any part thereof will be refunded or refused, either directly or indirectly, by any method whatsoever. Any person who willfully violates any provision of the subsection is guilty of a misdemeanor of the first degree, punishable as provided in s 775.082 or s.775.083.

## **Q: If I only rent to relatives or friends do I charge them Tourist Tax?**

A: Yes, if you receive money or any other form of compensation in lieu of rent, you are required to collect the Tourist Tax. This is based upon the amount of rent paid, or upon fair market value of the rent.

## **Q: If I rent to a Florida resident do I still collect the Tourist Development Tax?**

A: Yes, if you are renting on a short term basis.

## **Q: How do I get the proper forms for submitting the Tourist Development Tax?**

A: Call the Collier County Tourist Development Tax department at (239) 252-TTAX (8829) and request an application. For your convenience, tourist tax registration application is now available online. [Click here](#).

**Q: When is the Tourist Development Tax due?**

A: There are four reporting frequencies: monthly, quarterly, semi-annual, or annually. Each has specific qualifications. Businesses report on a monthly basis. Businesses with limited activity, based on volume, can qualify to report on a quarterly basis. The semi annual reporting frequency is assigned to accounts who rent throughout the year (both summer and winter rentals.) The reports for semi annual accounts are due in October (for their summer rentals) and April (for their winter rentals.) Most individuals, who rent only during the season, qualify for an annual payment plan. For individuals assigned to the annual plan, the payment is due on April 20th.

**Q: Will forms be sent to me when my Tourist Tax is due?**

A: We do not automatically send forms. There is a place on each Tourist Tax Return for you to circle YES, if additional forms are needed. Please allow two weeks for delivery.

**Q: If I do not have any renters for a report period, what should I do?**

A: To avoid penalties, you must file for each collection period assigned to you - even if no tax is due. A zero return must be submitted by the due date.

**Q: Who do I notify if I have changes to my account, such as an address change, if I have sold my property, or if I am no longer renting?**

A: There are three (3) agencies you are required to notify IN WRITING, when there are ANY changes to your account.

Collier County Tax Collector

3291 E Tamiami Trail

Naples, Florida 34112-5758

(239) 252-TTAX (8829)

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Florida Department of Revenue

3845 Beck Blvd Suite # 831

Naples, FL. 34114-1218

(239) 348-7565 or 1-800-352-3671

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Collier County Property Appraiser

Attn: Personal Property

3950 Radio Rd

Naples, FL. 34104

(239) 252-8145

WHEN YOU MAKE ANY CHANGES TO YOUR ACCOUNT - PLEASE USE THE ACCOUNT NUMBER ASSIGNED FOR EACH SPECIFIC AGENCY INVOLVED.

**Q: If I use a Rental Agency or Realtor do I need a Tourist Tax account number?**

Yes, every owner of a short-term accommodation is required to register with the Collier County tax collector. If a real estate agent is engaged, the agent has the responsibility of collecting and remitting the taxes to the office of the Collier County tax collector in a timely manner. The agent must reference their client's individual account number when remitting their client's tourist development tax.

**Q: I use a Rental Agency but occasionally I rent on my own, do I need a Tourist Tax number?**

A: Yes, you will need a number assigned to you personally for the times you rent your property yourself. Always notify the Collier County Tourist Tax Office if you are not renting under your personal account number.