

Owner Rental Procedures and Instructions

Revised January 11, 2024

1. Owner must be in good standing if they elect to lease their property.
2. Owner is in good standing if they are current in any monetary amount due the Master and Local Neighborhood Associations and their membership has not been suspended.
3. Completed Rental Packets are accepted from **Owners** or via their designated rental agent and shall include the following documents:
 - a) Renter/Transfer Application (Exhibit A)
 - b) Worthington Country Club Agreement (Exhibit B)
 - c) Household Inventory List (Exhibit C)
 - d) Renter Vehicle Information Form (Exhibit D)
 - e) Quick List of Rules (Exhibit E)
 - f) Non-Refundable **Application Fee** payable to Worthington Master Association is **\$100**
 - g) Non-Refundable **Club Amenities Transfer Fee** depending on lease duration payable to Worthington Master Association at:
 - Leases for 1 month duration = **\$300**;
 - Leases greater than 1 month up to 3 months = **\$400**;
 - Leases greater than 3 months up to 12 months = **\$500**.

***NOTE:** Master Club Amenities includes use of all common club areas, such as golf, driving range, pitching and putting greens, tennis, bocce, activity center including weight/exercise room and multipurpose rooms, clubhouse restaurant, bar, library and multipurpose rooms, cabana, and club swimming pool.*
 - h) Non-Refundable **Association Fee** payable in the amount of the local Neighborhood Association below.

| | | | |
|-----------------------------------|-----------------------------|------------------|--------------------------|
| Waterford Amberley Court - \$150 | Wedgewood Fountain - \$150 | Villa I - \$ 0 | Single Family I - \$150 |
| Waterford-Cavendish Court - \$150 | Wedgewood Sherburne - \$150 | Villa II - \$150 | Single Family II - \$150 |
| Waterford-Worthington Way - \$150 | | | |

***NOTE:** Local Neighborhood Association Amenities include use of their specific local swimming pool, local cabana, local tennis court (no tennis at Waterford-Worthington Way), local Common area and local parking.*

All Fees are subject to change without prior notice.

4. Owner shall submit a complete rental application packet to the Worthington Country Club (WCC) Administration Office, attention - Adela Alfaro at: aalfaro@worthingtoncc.net. Receipt and tracking of the review process is recorded in Box 4 on the Renter/Transfer Application form Exhibit A.
5. Application Packet shall be submitted at least 30 days in advance of the commencement of the lease. 60 days prior to commencement is preferable.
6. Owner shall complete and sign Boxes 1 and 2 of Renter/Transfer Application form (Exhibit A).
7. Renter/Guest shall complete Box 3 of Renter/Transfer Application form (Exhibit A).
8. Owner shall submit a completed and signed Worthington Country Club Lease Agreement (Exhibit B).

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Note: Owner or their designed agent may choose to submit a supplemental rental lease agreement, but not in replacement of the Worthington Country Club Lease Agreement.

9. Owner shall submit a signed **Recommended Household Inventory List** (Exhibit C).
10. Owner shall submit a completed **Renter Vehicle Information Form** (Exhibit D) completed by renter.
11. Owner shall submit a signed **Quick List of Rules** (Exhibit E) by renters and owner.
12. WCC Administration Office shall initiate application processing within **3** days of receipt of rental application packet from Owner. Incomplete application packets shall be returned to Owner unprocessed until all artifacts are submitted and application processing ceases.
13. Local Neighborhood Association Board of Directors shall have up to **20** days to review and submit their recommendation of rental application to General Manager (GM).
14. GM shall approve/disapprove all rental lease application in writing.
15. WCC Administration Staff shall have up to **7** days to issue Approval/Disapproval letter to Owners and Renters, via email (with READ Receipt enabled) of rental lease application along with the Check-in Procedure at Gatehouse upon renters' arrival. A copy of approved/disapproved letter/packet to local neighborhood Board of Directors and HOA Office.
16. Gatehouse issues Renter a temporary paper pass and Renters Information Brochure upon arrival to Worthington.
17. WCC Administration Staff provides Meet-and-Greet session at renters' check-in during normal business hours, issues gate barcode sticker, renter Club ID card/s, and answers any questions.

Renters Leasing Procedures and Instructions

Effective January 11, 2024

1. Owner shall initiate the Renter Application process.
2. Renters are to acquire the required Rental forms from the **Owner** or the Worthington Country Club (WCC) website/Real Estate webpage. Scroll down on the right side under Real Estate Tab to **Rental Forms**. The link is: [Real Estate - Worthington Country Club - Bonita Springs, FL \(worthingtoncc.net\)](http://Real Estate - Worthington Country Club - Bonita Springs, FL (worthingtoncc.net))
3. The completed Rental Packet is accepted by Worthington Country Club from the **Owner** or the owner's designated rental agent, either in person or electronically to the attention of Adela Alfaro at: aalfaro@worthingtoncc.net. Payment checks shall be hand delivered or mailed to WCC.
4. The Rental Packet includes the following documents:
 - a) Renter/Transfer Application (Exhibit A)
 - b) Worthington Country Club Lease Agreement (Exhibit B)
 - c) Household Inventory List (Exhibit C)
 - d) Renter Vehicle Information Form (Exhibit D)
 - e) Quick List of Rules (Exhibit E)
 - f) Non-Refundable **Application Fee** payable to **Worthington Master Association** is **\$100**
 - g) Non-Refundable **Club Amenities Transfer Fee** depends on lease duration and payable to **Worthington Master Association**.
 - Leases for 1 month duration = **\$300**;
 - Leases greater than 1 month up to 3 months = **\$400**;
 - Leases greater than 3 months up to 12 months = **\$500**.
 - h) Non-Refundable **Association Fee** payable in the amount of the **local Neighborhood Association** below. Consult the owner for the specific local neighborhood name, if unknown.

| | | | |
|-----------------------------------|-----------------------------|------------------|--------------------------|
| Waterford Amberley Court - \$150 | Wedgewood Fountain - \$150 | Villa I - \$ 0 | Single Family I - \$150 |
| Waterford-Cavendish Court - \$150 | Wedgewood Sherburne - \$150 | Villa II - \$150 | Single Family II - \$150 |
| Waterford-Worthington Way - \$150 | | | |

NOTE: Local Neighborhood Association Amenities include use of their specific local swimming pool, local cabana, local tennis court (no tennis at Waterford-Worthington Way), local Common area and local parking.

5. **All Fees are subject to change without prior notice.**
6. Receipt and tracking of all submitted documents are recorded throughout the application approval process and updated on the Rental/Transfer Application form (Exhibit A).
7. **Rental Packet shall be submitted at least 30 days in advance of the commencement of the lease, Strictly Enforced.** 60 days prior to commencement is preferable.

Renters Leasing Procedures and Instructions

Effective January 11, 2024

8. Renters, including children and guest shall be listed on Box 3 of Renter/Transfer Application form (Exhibit A), as well as, listed on the Worthington Country Club Lease Agreement (Exhibit B).
9. Renters compete and sign Box 3 of Renter/Transfer Application form (Exhibit A).
10. Owner shall complete and sign Boxes 1 and 2 of Renter/Transfer Application form (Exhibit A).
11. Owner shall submit a completed and signed Worthington Country Club Lease Agreement (Exhibit B).
Note: Owner or their designed agent may choose to submit a supplemental rental lease agreement, but not in replacement of the Worthington Country Club Lease Agreement.
12. Property Units in Worthington Country Club shall be **leased fully furnished** and Owner shall submit a signed **Recommended Household Inventory List** (Exhibit C).
13. Renters shall complete and submit to Owner the **Renter Vehicle Information Form** (Exhibit D).
14. Renters and Owners shall initial and submit a signed **Quick List of Rules** (Exhibit E).
15. WCC Administration Office shall initiate application processing within **3** days of receipt of rental application packet from Owner. Incomplete application packets shall be returned to Owner unprocessed until all artifacts are submitted and application processing ceases.
16. Local Neighborhood Association Board of Directors shall have up to **20** days to review and submit their recommendation of rental application to General Manager (GM).
17. General Manager shall approve/disapprove all rental lease application in writing.
18. WCC Administration Staff shall have up to **7** days to issue Approval/Disapproval letter to Owners and Renters, via email (with READ Receipt enabled) of rental lease application, along with the **Renter's Check-in Procedure** at Gatehouse upon renters' arrival and **Renter Information Brochure**.
19. Gatehouse issues Renter a temporary paper pass and Renters Information Brochure upon arrival to Worthington.
20. A copy of approved/disapproved letter and completed Renter/Transfer Application packet to the Homeowners Association Office, who in turn emails it to the local neighborhood Board of Directors.
21. WCC Administration Staff provides Meet-and-Greet session at renters' check-in during normal business hours, issues gate barcode sticker, renter Club ID card/s, and answers any questions.

Rental-Transfer Application and Procedures

Effective January 11, 2024

1. Completed Rental Packets are accepted from Owners or via their designated rental agent and shall include the following documents:

- a) Renter/Transfer Application (Exhibit A)
- b) Worthington Country Club Lease Agreement (Exhibit B)
- c) Household Inventory List (Exhibit C)
- d) Renter Vehicle Information Form (Exhibit D)
- e) Quick List of Rules (Exhibit E)
- f) Non-Refundable **Application Fee** payable to Worthington Master Association is **\$100**
- g) Non-Refundable **Club Amenities Transfer Fee** payable to Worthington Master Association is:
 - Leases for 1 month duration = **\$300**;
 - Leases greater than 1 month up to 3 months = **\$400**;
 - Leases greater than 3 months up to 12 months = **\$500**.

NOTE: Club Amenities includes use of all common club areas, such as golf, driving range, pitching and putting greens, tennis, bocce, activity center including weight/exercise rooms and multipurpose rooms, clubhouse restaurant, bar, library and multipurpose rooms, cabana, and club swimming pool.

h) Non-Refundable **Association Fee** payable in the amount of the local Neighborhood Association below:

| | | | |
|-----------------------------------|-----------------------------|------------------|--------------------------|
| Waterford Amberley Court - \$150 | Wedgewood Fountain - \$150 | Villa I - \$ 0 | Single Family I - \$150 |
| Waterford-Cavendish Court - \$150 | Wedgewood Sherburne - \$150 | Villa II - \$150 | Single Family II - \$150 |
| Waterford-Worthington Way - \$150 | | | |

NOTE: Local Neighborhood Association amenities include use of their local specific swimming pool, cabana, tennis court (no tennis at Waterford-Worthington Way), local Common area and parking.

- 2. All FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
- 3. Completed Rental Packet with checks must be submitted **at least 30 days prior to the Renter Occupancy, Strictly Enforced. Preferably 60 DAYS prior to Renter Occupancy.**
- 4. Owner shall complete and sign Boxes 1 and 2 of **Renter/Transfer Application** form (Exhibit A).
- 5. Renter/Guest shall complete Box 3 of **Renter/Transfer Application** form (Exhibit A).
- 6. Questions on completing the rental forms, please call the Clubhouse Administration Office at **(239) 495-2278**.

Box 1 – OWNER INFORMATION:

Member #: _____ Owner Names: _____

Mailing Address: _____ Email: _____

City/State/Zip: _____ Phone: _____

I understand that all Members are Owners by deeded title shown by the real estate records in the office of the Clerk of th Circuit County of Lee County, Florida. A member in good standing must be current in any monetary amount due the Master and local Neighborhood Association and membership has not been suspended. Members in good standing may lease their lot or unit as stated in Year 2021 Master Association Declaration of Covenants, Conditions, and Restrictions for Worthington Country Club (WCC).

I understand and agree the Board of Directors shall have the authority to approve all leases and renewals or extension thereof, which authority may be delegated to a committee or agent, or to a Neighborhood Association. **No person may occupy a Lot or Unit as a Tenant, family member of a Tenant, or Resident without prior approval of the Board of Directors (BODs).** Any lease entered into without approval may, at the option of the Board, be treated as a nullity, and the Board shall have the power to evict the Tenant(s) and all residents and occupants with seven (7) days' notice, without securing consent to such eviction from the Owner. Any new occupant of a leased Dwelling, even if during the lease term, must apply and seek approval or be subject to eviction as stated in the Worthington Master Association's Declaration, Section 8.2.

I understand and agree that this rental application for approval shall be submitted at least thirty (30) days in advance of the commencement of the lease (CCR 8.5). This rental application is not considered approved until such time a written letter by the Board of Directors or the WCC designee is sent to the Owner and Tenant.

Rental-Transfer Application and Procedures

Effective January 11, 2024

I understand and agree my club privileges will be suspended for the duration of the Tenant lease named in Box 3 when transferring my Club Amenities. Club Amenities include use of Common areas, such as golf, driving range, pitching and putting greens, tennis and bocce courts, activity center including weight/exercise rooms, clubhouse restaurants, bar, library and multipurpose rooms, cabana and main swimming pool. I shall not be entitled to use of Club Common Areas, except as a Guest of a Member other than the Owner's Tenant, during the period of approved rental. I will be held fully responsible for charges incurred during this period and will immediately notify the Club office in the event of any changes to this rental agreement (CCR 2.7).

I understand and agree that the rental privileges may be transferred a maximum of four times per calendar year (Rules & Regs, Section G).

Owner Signature: _____ Date Signed: _____

Owner Signature: _____ Date Signed: _____

Box 2 – PROPERTY INFORMATION:

Rental Address: _____ Unit # _____

Local Association Name: _____

Occupancy From: _____ To: _____

Rental Agent/Company: _____ Phone: _____

Agent Email: _____ Fax #: _____

Box 3 – RENTER INFORMATION: All renters must be listed by name including children.

Renter #1: _____ Email: _____ Phone: _____

Renter #2: _____ Email: _____ Phone: _____

Renter #3: _____ Email: _____ Phone: _____

Renter #4: _____ Email: _____ Phone: _____

Mailing Address: _____

I understand that I am solely responsible for any charges incurred by me or any authorized signatories during the period stated above (Box 2) and I authorize Worthington Country Club to bill my credit card account presented at Check-In with Administration Office in the event charges exceed 30 days past due after the completion of the transfer dates.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Box 4 – WORTHINGTON MASTER ASSOCIATION TRACKING AND APPROVAL:

Renter ID # _____

Complete Rental Packet Received by WCC Admin Staff

Date & Time: _____

Forwarded to Local Association for Review

Date & Time: _____

Packet Returned to WCC Admin Staff

Date & Time: _____

Date of Approval/Disapproval Letter and Approver

Date & Approver: _____

Emailed Approval Letter to Owner/Tenant

Date & Time: _____

Completed Rental Packet forwarded to HOA & Local Assn.

Date & Time: _____

WORTHINGTON COUNTRY CLUB LEASE AGREEMENT

No less than 30 consecutive days per Lease (except February)

Owner/s: _____

Lessee/Tenant/s: _____

All Tenants must be listed by name including children.

Henceforth, the term Lessee and Tenant are synonymous. Lessees must be the Tenants.

Leased Premises: _____
Address Unit

This agreement between Owner and Tenant entered into upon this date for a term of _____ months and in consideration of a monthly rent of a fully furnished property in the amount of \$_____, plus 11.5% applicable sales taxes, if 6 months or less continuous rental. (See Lee County website for taxable charges/fees: [Tourist Development Tax | Lee County Clerk of Court, FL \(leeclerk.org\)](http://www.leeclerk.org))

Owner may grant possession of the Leased Premises to Tenant after written approval by the WCC Association to commence:

Occupancy Start Date: _____ **End Date:** _____

First month's rent paid in the amount of \$_____

prorated as of _____ (date) until the end of the month. Henceforth, rent shall be payable on or before the first of each month

paid in full. Henceforth rent shall be payable on or before the _____ day of each month.

Security deposit in the amount of \$_____ [] received, [] NA

Last month's rent in the amount of \$_____ [] received [] NA

Cleaning fee in the amount of \$_____ [] received [] NA

Total received on this date: \$_____

Note: Security Deposit shall secure the performance of Tenant's obligation. Tenant shall not have the right to apply the security deposit in payment of the last month's rent.

Late Fees: There will be a charge of __% additional rent on all rents not received on or before the date due. There shall be a charge of \$__.00 additional rent per day where a rent delinquency continues after the 5th of any given month.

LEASE TERMS (cross out and initial any terms that are not applicable)

1. Occupants: Only those designated in this agreement, as Tenant shall occupy the unit without written consent of Owner and approved by Homeowners Associations. Tenant agrees to abide by all occupancy rules of the Associations. Only two persons per bedroom are allowed to occupy property.

Initials: _____ Tenant _____ Tenant _____ Owner _____ Owner _____ Agent

2. Association Approval: This lease requires the approval of the Master and Local Neighborhood Associations prior to Tenant occupancy. Owners, or their designated representative/agent, shall have sole responsibility for making application to the Master Association and ensure all completed documents and information including fees have been provided as required by the Associations. If the application process is not completed, Tenant may not be able to occupy the property unless Tenant has obtained all required Associations approvals. **All fees and requirements of the Associations are subject to change at any time and are beyond the control of the Owner.**

3. Associations Rules and Regulations: Anyone occupying a unit governed by Local and Master Associations shall abide by all Associations rules and regulations, governing documents, ordinances and Florida Statutes. **Rules and regulations are subject to change without notice and are beyond the control of the Owner.**

4. Premise and Furnishings: Owner shall furnish the Leased Premises in accordance with the Recommended Household Goods Inventory List. Tenant accepts the premises and furnishings in "as-is" condition as of this date. Owner's obligation to maintain the Leased Premises per F.S. Sec. 83.51 F.S. 2021 is waived. Tenant shall not be entitled to make improvements or alterations to the Leased Premises. However, Tenant shall be responsible for damages caused by his negligence and that of his family, invitees or guests. Any alterations, additions or improvements made to the premises with the written consent of the Owner shall become the property of the Owner and shall remain upon and be surrendered with the premises.

5. Upkeep of Premises: Tenant shall keep and maintain the premises in a clean and sanitary condition at all times, and upon the termination of the tenancy shall surrender the premises to Owner in as good condition as when received. Tenant agrees to pay cleaning charges, plus applicable taxes. Tenant is required to launder all linens/sheets/towels and clean all dishes prior to check-out, unless otherwise stipulated in the agreement.

6. Tenant shall be responsible for the payment of all utilities and services, except _____, which shall be paid by Owner. Basic television programming and internet service is provided by Worthington Country Club for each property premise.

7. Tenant shall not assign this lease or sublet any part of the Leased Premises, not permit occupation by any other persons than the named Tenant.

8. Pets are prohibited. Pets on property constitutes a serious violation of the Associations. This applies to all Tenants, guests, visitors and invitees.

9. No pickup truck, boat, personal watercraft, boat trailer, or other trailer of any kind, camper, mobile home, motorhome, motorcycle, motor scooter, all-terrain vehicle (ATV) or unregistered or disabled vehicle may be parked or stored in Worthington Country Club, without the express approval of the GM, unless enclosed in a structure.

10. Smoking is prohibited, if stipulated in the agreement. Also smoking is prohibited in common and common-limited access areas of the Associations as per Rules & Regulations.

11. Tenant agrees to comply with all applicable laws in relation to their use and occupancy of the Leased Premises and agree to indemnify Owner for any liability or expense incurred in relation to the violation of an applicable law, including attorney's fees.

12. Tenant may maintain renters' liability insurance on the premises in an amount not less than \$_____ for leases of 12 months or if stipulated in the agreement.
Note: Owners need to check with their insurance carrier if their homeowner coverage included leasing to renters.

Initials: _____ Tenant _____ Tenant _____ Owner _____ Owner _____ Agent

- 13. Right to Entry: Owner reserves the right to enter the premises at all reasonable hours for the purpose of inspection, and whenever necessary to make repairs and alternations to the premises.
- 14. Termination: This agreement and the tenancy granted may be terminated at any time by either party giving the other party not less than one month's prior notice in writing.
- 15. The failure of Owner to enforce any provision of this agreement or applicable law shall not act as a waiver of any future right to strictly enforce the same.
- 16. Attorney's Fees: The party in an action brought for the recovery of rent or any moneys due or to become due under this lease by reason of breach of any covenant herein contained or for the recovery of the possession of said premises, or to compel performance of anything agreed to be done, to recover the damages of property, or to enjoin any act contrary to the provisions, shall be awarded all the costs in connection, including, but not by way of imitation, reasonable attorney's fees.

AGREEMENT AS TO THE DISPOSITION OF ABANDONED PROPERTY: A landlord of any dwelling unit governed by this part shall not remove the outside doors, locks, roof, walls, or windows of the unit except for purposes of maintenance, repair, or replacement; and the landlord shall not remove the tenant's personal property from the dwelling unit unless such action is taken after surrender, abandonment, recovery of possession of the dwelling unit due to the death of the last remaining tenant in accordance with F.S. 83.59(3)(d), or a lawful eviction. If provided in the rental agreement or a written agreement separate from the rental agreement, upon surrender or abandonment by the tenant, the landlord is not required to comply with F.S. 715.104 and is not liable or responsible for storage or disposition of the tenant's personal property; if provided in the rental agreement, there must be printed or clearly stamped on such rental agreement a legend in substantially the following form:

BY SIGNING THIS RENTAL AGREEMENT, THE TENANT AGREES THAT UPON SURRENDER, ABANDONMENT, OR RECOVERY OF POSSESSION OF THE DWELLING UNIT DUE TO THE DEATH OF THE LAST REMAINING TENANT, AS PROVIDED BY CHAPTER 83, FLORIDA STATUTES, THE LANDLORD SHALL NOT BE LIABLE OR RESPONSIBLE FOR STORAGE OR DISPOSITION OF THE TENANT'S PERSONAL PROPERTY.

- 17. The parties hereto WAIVE TRIAL BY JURY on any matter arising from, or relating to, the lease or the tenancy.

DISCLOSURES:

RADON GAS: As required by law, Lessor / Optionor makes the following disclosure: Radon Gas is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health department.

- 18. I authorize landlord to run a credit report background check on me.
- 19. I have read this lease agreement in its entirety and I understand and agree to each and every term herein.
- 20. This lease agreement constitutes the entire agreement between the parties hereto.

Owners:

Initials: _____ Tenant _____ Tenant _____ Owner _____ Owner _____ Agent

I understand and agree that my club amenities privilege will be suspended for the duration of the Tenant lease named on page one and that I will be held fully responsible for charges incurred during this period and will immediately notify the Club Administration Office in the event of any changes to this rental agreement.

Club Amenities include use of all common club areas, such as golf, driving range, pitching and putting greens, tennis, bocce, activity center and exercise room, clubhouse restaurants, bar, library and rooms, cabana, and club main swimming pool.

Local Neighborhood Associations include use of common association areas, such as local swimming pool, tennis court for condominium and carriage homes (no tennis court at Worthington Way).

I further understand that my property may be leased and club amenities privilege may be transferred a maximum of four times per calendar year.

OWNERS SIGNATURES

By _____ **Owner** Date: _____

By _____ **Owner** Date: _____

By _____ **Agent for Owner** Date: _____

Print Owners Names

Owners Mailing Address

Email Address: _____ Phone Number: _____

Print Agent Name

Agent Mailing Address

Email Address: _____ Phone Number: _____

TENANT SIGNATURES

By _____ **Tenant** Date: _____

By _____ **Tenant** Date: _____

Print Tenants Names

Tenants Mailing Address

Email Address: _____ Phone Number: _____

Initials: _____ Tenant _____ Tenant _____ Owner _____ Owner _____ Agent

WORTHINGTON COUNTRY CLUB
RECOMMENDED HOUSEHOLD INVENTORY

The following list is the recommended minimum inventory guide.

- ❖ All Properties must be leased fully furnished in good quality.
- ❖ Appliances must be clean and in working order: stove, oven, refrigerator, dishwasher, microwave, washer and dryer.
- ❖ Upholstered furniture should be cleaned on a regular basis, lamp shades should be cleaned or replaced if necessary. Window treatment/coverings and blinds should be in proper working condition and cleaned on a regular basis.
- ❖ TVs, DVR, Cablevision and high-speed internet service is required in all properties.
- ❖ The Unit must be professionally cleaned. Deep cleaning must be done annually.
- ❖ Check and replace batteries for smoke alarms at least once per year.
- ❖ First impressions are very important to WCC. If your unit is reported as being in poor or unclean conditions, you may forfeit your right to rent your unit in the future.

Screened porch. / lanai / patio furniture – in good condition and reasonable quality.

Dining room furniture

1 dining table and 4 chairs (extra chairs if possible)

Living room furniture

Seating for at least five in the living room and at least 2 reading lamps. Minimum sofa and loveseat or sofa and two chairs.

Bedroom furniture

The preference in the master bedroom is a king-size bed. Standard bedroom furniture. The preference in a guest room is twin beds.

Reading lamps

One chair in each bedroom is appreciated.

WORTHINGTON COUNTRY CLUB
RECOMMENDED HOUSEHOLD INVENTORY

ADDITIONAL REQUIRED ITEMS

Flashlight with batteries
First-aid kit
Plastic hangers
Extra light bulbs
Steam iron / Iron board
Laundry basket

Small tool kit
Electric broom, dust buster, or vacuum
Alarm clock radio in bedrooms
Vacuum with attachments
Extra vacuum bags (if not bagless)

Linens for bedrooms

2 sets of pillows and pillowcases
Mattress pad and pillow protectors 1 bedspread or comforter per bed
1 blanket per bed (extra blankets are recommended)
2 pillows per bed size – 1 pillow for each twin bed (must be unstained and in new condition)
NOTE: If there is a sleeper sofa, extra pillows, sheets, pad and blankets are necessary

Bathrooms

Soap dish
Initial supply of soap and toilet tissue
Wastebasket
Toilet bowl brush
Plunger

Linens for the bathroom

6 bath towels, 6 hand towels and 6 wash clothes
4 beach towels – designate which towels can be taken to the pool and beach
Shower curtain with curtain liner (if not glass doors)
Bath mat

Kitchen furniture

Tables, chairs or barstools, if there is room

Kitchen linens

6 dish drying towels
6 dish washing clothes
2 pot holders/oven mitts

WORTHINGTON COUNTRY CLUB
RECOMMENDED HOUSEHOLD INVENTORY

Dishes and glassware (Service for 8)

| | |
|-------------------------------------|---------------------|
| Dinner plates | Salad plate |
| Saucers | Bowls or Soup bowls |
| Coffee cups | Wine glasses |
| Tall glasses | Juice glasses |
| Plastic pool glasses | Rocks glasses |
| Assorted Serving bowls and platters | |

Stainless flatware (Service for 8)

| | |
|---------------------------|----------------------|
| Forks | Salad forks |
| Teaspoons | Soup or Cereal spoon |
| Butter knives | Steak knives |
| Assorted Serving Utensils | |

Kitchen Pots, Pans & Bakeware

| | |
|--|---|
| 1 Large frying pan with cover | 1 qt Pyrex baking dish (2 qt casserole) |
| 1 Small frying pan | 2 Sauce pans with covers (1 & 1½ qts) |
| 1 large pots w/lids (Spaghetti, soup etc.) | 1 Muffin pan |
| 1 Water pitcher | 1 Loaf pan |
| 1 Pie pan | 1 Broiler pan set, usually in range |
| 1 Cookie Sheet | 1 Roasting pan |
| 1 Square pan | Assorted plastic serving trays |

Additional Kitchen Items

| | |
|------------------------------------|--------------------------------|
| 1 Plastic garbage can/garbage bags | 1 Blender |
| 1 Can opener | 1 Electric hand mixer |
| 1 Ten-cup coffee maker or Keurig | 1 Potato masher |
| 1 Cutting board | 1-2 Tongs |
| 1 Slotted spoon | 1 Wire whisk |
| 1 Closed spoon | 1 Cake server |
| 1 Carving knife and fork | 1 cork screw and bottle opener |
| 1 Grater | Scouring Pads/Dishwasher soap |

WORTHINGTON COUNTRY CLUB
RECOMMENDED HOUSEHOLD INVENTORY

Additional Kitchen Items (cont.)

- | | |
|-------------------------------|---|
| 1 Potato peeler | 1 Soup ladle |
| 1 Serving fork | 1 Serrated knife |
| 1 Toaster or broiler oven | 1 Utility shears |
| 1 Wooden spoon | 1 Vegetable brush |
| 1 Rubber spatula | 1 Large measuring cup |
| 1 Butter dish | 1 Napkin holder |
| 1 Salt & Pepper shaker set | 1 Funnel |
| 1 Salad server mixing bowls | 1 Nested measuring spoons & cups set |
| 1 Bread basket | 1 Colander |
| 1 Hot pad or trivet | 1 Coaster set |
| 1 Silverware holder in drawer | 4 square plastic storage containers w/ lids |
| | 1 Fire Extinguisher |

Cleaning Supplies

- | | |
|--------------|----------------------|
| 1 Wet mop | 1 Broom and dust pan |
| 1 Dust cloth | 1 Scrubbing brush |
| 1 Pail | Assorted sponges |

I, _____, have furnished the leased premises with the recommended inventory at _____.
Leased Address and Unit

Owner's Signature

Date

WORTHINGTON COUNTRY CLUB RENTER VEHICLE INFORMATION FORM

PLEASE PRINT

DATE: _____

LAST NAME: _____

FIRST NAME: _____

RENTAL ADDRESS: _____

RENTER'S PHONE NUMBER: _____

DATES OF RENTAL: _____

LIST ALL CURRENT REGISTERED VEHICLES:

| Year | Color | Make | Model | Plate # | State Issued | Barcode # |
|------|-------|------|-------|---------|--------------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

NOTE: If above vehicle information is unknown, it can be completed at Renter Orientation Session.

Signature: _____

Print Name: _____

To be completed by Administration Staff:

Barcode # _____

Date Issued _____

“QUICK LIST’ OF WORTHINGTON RULES

All owners, family members, renters, guests and visitors must abide by all Worthington Country Club Rules and Regulations as stated in the Association and Master Association Governing Documents.

The following list of rules are presented in two sections: the first set apply to all owners and renters; the second applies only to owners. The rules are excerpted partially from the Club CC&R’s (Covenants, Conditions and Restrictions), the WCC Rules and Regulations (Rules), and the Architectural Review Committee (ARC) Criteria. These documents can be found on the Worthington Website:

https://worthingtoncc.net/Member_Central/Club_Info

Rules for Owners and Renters

Please initial that you have read, understand and will abide by each statement.

Vehicles

- _____ 1. Pick-up trucks, boats, personal watercraft, boat trailers, or other trailers of any kind, campers, mobile homes, motor homes, motorcycles, motor scooters, all-terrain vehicles, unregistered or disabled vehicles shall not be permitted to be parked or stored in Worthington Country Club without the express approval of the GM/COO, unless fully enclosed in a structure. (CC&Rs 4.10.B)
- _____ 2. Condominium carports are not considered “fully enclosed structures”.
- _____ 3. Residents and guests are expected to abide by all Florida Motor Vehicle Laws.
- _____ 4. The community speed limit is 19 mph, except where posted 15 mph.
- _____ 5. Only licensed drivers may operate a golf cart. (Rules Section R.13.)
Children are not permitted to drive golf carts.
- _____ 6. Only Worthington Country Club owners and renters are allowed bar codes on their vehicles for entrance to Worthington. Members can use approved procedures to register frequent guests.

Common Facilities

- _____ 1. Members, transferees, guests, and children are required to wear a shirt, athletic top or coverup when walking, running, jogging, skating, or biking and when going to and from the pool areas. (Rules Section O.7.)
- _____ 2. Men must wear shirts on the tennis courts. (Rules Section S.2.)
- _____ 3. Proper attire (including footwear) must be worn on the golf course, practice range, tennis courts, clubhouse, and pub. Jeans are not permitted in these areas. Refer to club rules for additional clothing information. (Rules Section N)
- _____ 4. Children twelve (12) to sixteen (16) must be accompanied by an adult when using the Fitness Center at any time. (Rules Section U.2.)
- _____ 5. Children twelve (12) and under must be accompanied by an adult when using the swimming pools. (Rules Section Q.2.b.)
- _____ 6 Children under 12 are not permitted in the spa (Hot Tub) at any time. (Rules Section Q.2.a.)
- _____ 7. Swimming, wading, boating, or fishing in the lakes is prohibited. (Rules Section F.8)
- _____ 8. Smoking is prohibited in all areas of the Clubhouse complex, defined as the Clubhouse, Activity Center, Pro Shop, Club Tennis Courts, Pool, Cabana, Golf Practice Area and Driving Range. Smoking is

prohibited in all indoor facilities and open areas under roof. Smoking is permitted on the patio between the Clubhouse and the Pro Shop. (Rules Section J)

Appearance / Renovation / Remodeling / Alterations

- ____ 1. Clothes racks used for drying towels or swimming gear are authorized inside lanais or pool enclosures. Clotheslines are not acceptable on any homeowner’s property. Towels and swim gear may never be hung over railings. (ARC 6)
- ____ 2. Seasonal holiday decorations may be displayed during the period from the day following Thanksgiving until January 6 without ARC approval. (ARC 15)
- ____ 3. Outdoor equipment, trash containers, etc., must not be readily visible from adjacent streets. (CCR 4.8)

General

- ____ 1. All posted rules must be observed by owners, guests, renters, and families of all.
- ____ 2. ALL cyclists and pedestrians are to use the side of the street opposite the carports on Amberley Court, Cavendish Court, and Worthington Way. (Rules Section F.3.c.)
- ____ 3. Jogging, skating, skateboarding, bike riding, etc., on the cart path is NOT permitted.
- ____ 4. The main gate should be used for entry into the community. If expecting visitors or vendors, you must notify the front gate and provide them with this information. Failure to do so may result in guests, visitors, vendors, etc., being refused entry into the community. The North Gate is for Residents only.
- ____ 5. In the interest of noise reduction and inconvenience to other residents, contractors or vendors are not allowed to work on Sundays or holidays (emergencies only).
- ____ 6. Trash and recycling containers must not be placed out for pick up prior to 5:00 p.m., for single-family, villas, and carriage homes.
- ____ 7. All cardboard boxes must be broken down before being placed into the recycling or trash containers.
- ____ 8. For all large items of trash (appliances & furniture), owners must call Waste Management (239) 334-1224 for pick-up.
- ____ 9. Nothing may or shall be done which is or may become a reasonable source of annoyance or nuisance to residents of any Neighborhood, including unpleasant or offensive activity which can be reasonably construed to constitute a nuisance, public or private in nature.

I/We, (Printed) _____ the owner(s)/renter(s) of
Worthington Country Club, Unit Address: _____

acknowledge that we have read and understand the above rules and regulations of Worthington Country Club and agree to abide by these and all other rules and regulations set forth in the Community and Master Association documents.

Renter Signature: _____ Date: _____

Renter Signature: _____ Date: _____

Rules for Owners

Please initial that you have read, understand and will abide by each statement.

Animals/Pets

- ____ 1. Owners are permitted to have commonly accepted household animals such as a dog or cat (limited to 25 lbs. or less). See your association’s Governing documents for further details. (CC&Rs 4.6)
- ____ 2. Guests, Lessees and Renters are NOT permitted to have pets.
- ____ 3. All dogs/pets must be on a leash when on common grounds. (CC&Rs 4.6)
- ____ 4. Pets cannot be walked on cart paths. (CC&Rs 4.6)
- ____ 5. Pets cannot be left unattended on lanais or tethered outside. (CC&Rs 4.6)
- ____ 6. Owners must pick up their pets’ waste. (CC&Rs 4.6)
- ____ 7. Feeding or harassing the alligators is against the law in Florida and is strictly prohibited within Worthington. Owners, renters, and guests are advised not to walk on lake banks for their own safety.

Appearance / Renovation / Remodeling / Alterations

- ____ 1. The ARC (Architectural Review Committee) is responsible for the overall appearance of Worthington Country Club. Owners should understand how the ARC Criteria may apply to potential modifications.
- ____ 2. Satellite dishes (TV Antennas) can be no larger than one (1) meter (39 inches) in diameter and may be installed on SF homes. (ARC 2)
- ____ 3. Free-standing, attached, moveable, or portable backboards, play equipment, trampolines, sandboxes, swings, or other like equipment are not authorized in the community. (ARC 5)
- ____ 4. Wall and window air conditioners require ARC approval. (CC&Rs 10.1)
- ____ 5. No signs, including "for sale," "for rent," or "open house," signs, shall be erected or displayed in or on any Lot or structure, or on any vehicle unless approved in writing by the Master Association Board (CC&Rs 4.3) or other Board designee (e.g., ARC 25).

General

- ____ 1. Condominium or carriage home owners contemplating changing locks for any reason must contact the HOA office for the number of the locksmith to maintain the Master Key program.
- ____ 2. Condominium or carriage home owners must comply with the association documents regarding water, air conditioning, and home watch personnel when leaving for an extended period of time or leaving for the season.

I/We, (Printed) _____ the owner(s) of Worthington Country Club, Unit Address: _____ acknowledge that we have read and understand the above rules and regulations of Worthington Country Club and agree that I/we along with our family, guests, and renters will abide by these and all other rules and regulations set forth in our Community and Master Association documents.

Signature: _____ Date: _____

Signature: _____ Date: _____