



## **PROPERTY MANAGEMENT**

### General Information Request for Applications

As a Management company our relationship with the Associations we manage is one of an "agent". We act on behalf of the Association under their directions. For the fee that we receive we perform all their accounting functions as well as hire managers to oversee the care of the common area and to assist them in complying with the law.

The Association members also pay fees to maintain the common property, hire lawyers, conduct audits and provide services to the members. These fees can be quite substantial. The Board of Directors is responsible for maintaining the property and expending the monies for that purpose. Florida statutes dictate how the monies will be spent in order that all members of the Association will benefit.

The Association pays for Faxes, Copies, Envelopes, etc. An application can consist of many pages including rules and regulations, FAQ&A, budgets etc. To spend their money on faxing Applications for Sales or Rentals only favors a select few of the membership, therefore, it is not a common expense. The Boards of Directors are not in a position to allow such an expense and we as their agent are not allowed to authorize these charges.

We recognize that this is inconvenient for you so we have provided the following service. When you call for an Association's application we will have it ready for you to pick up at our Front Desk, or if you leave your name and mailing address we will have it mailed to you.

Associations are also regulated by a set of legal documents. Generally these documents allow the Association directors 10 to 30 days to approve applications for a sale or lease. We try to get these applications to the appropriate individuals as quickly as possible. If you feel that you need to have a *lease application* returned in a shorter time we may be able to give you the address to Federal Express or hand deliver the application for approval. A *sale application* requires other forms to be submitted with it; therefore, it must come thru our office first. Of course the best method would be to allow 10 to 30 days for approval.

We hope you now have a better understanding of our position and will be able to successfully work within these parameters.

Glenn Carroll, President

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