

## **MONTEREY ON THE LAKE HOMEOWNER'S ASSOCIATION SALE AND LEASE APPLICATION APPROVAL**

The Association shall review the proposed Sale or Lease Application after the receipt of required information, documents and fees. In the event of a sale it shall then be the responsibility of the purchaser to furnish the Association with a recorded copy of the deed of conveyance indicating the owner's mailing address for all future assessments and other correspondence from the Association. Please ensure all required items are submitted – doing so will ensure the application is processed in a timely manner. For the purposes of a LEASE Application, leases and occupancy may not commence until signed Certificate of Approval is issued by the Board of Directors on behalf of the Association.

### APPLICANT must submit

- Completed Purchase and Lease Information Application
- Prospective Owner / Lessee Acknowledgement
- Signed copy of Sale or Lease Contract
- \$100.00 Application Fee (non-refundable) made payable to GRS Management Associates, Inc.
- \$100.00 Application Fee for each prospective owner or tenant 18 years or older (non-refundable) made payable to Monterey on the Lake Homeowner's Association
- \$500.00 **Homeowner** Security Deposit, Lease Applications only. To be kept in Escrow with the Association and which may be used by the Association to repair any damage to the Common Areas resulting from acts or omissions of tenants. Any balance less an Administrative Fee of \$50 shall be returned to the owner within 90 days after the tenant(s) permanently vacate the lot and home. Security Deposit kept on file in owners name.

### Items must be submitted to

GRS Community Management Associates, Inc.  
3900 Woodlake Blvd., Suite 309  
Lake Worth, Florida 33463

Thank you in advance for your cooperation in following this process. If you have any questions please contact GRS Management Associates, Inc. 561-641-8554 or email [residentservices@grsmgt.com](mailto:residentservices@grsmgt.com)

**Monterey on the Lake Homeowners Association  
PURCHASE AND LEASE INFORMATION APPLICATION**

PURCHASE / LEASE INFORMATION

Address: \_\_\_\_\_ Closing/Move in Date: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

CURRENT HOMEOWNER INFORMATION

Name(s): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

PURCHASER/LESSEE INFORMATION (List Occupants over 18 use additional forms if necessary)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Check which address to use for mailings: Association Address  Alternate Address

Alternate Mailing Address: \_\_\_\_\_

PETS

Dog ↑ Cat Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Dog ↑ Cat Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

\*No animal may be kept in the unit, which in the judgment of the Board, results in a nuisance or is obnoxious to the residents in the vicinity. No owner shall be permitted to maintain in his or her unit a bull terrier (pit bull) or any dog or dogs of mean or of violent temperament or otherwise evidencing such temperament.

VEHICLES (List all vehicles, use additional forms if necessary)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag Number: \_\_\_\_\_

PLEASE SIGN BELOW

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser/Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser/Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser/Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form and submit to GRS Management Associates, Inc.  
3900 Woodlake Blvd., Suite 309, Lake Worth, Florida 33463 - An interview may be required.

Association Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Monterey on the Lake Homeowners Association  
PROSPECTIVE OWNER/LESSEE ACKNOWLEDGEMENT**

The undersigned being a prospective Owner or Lessee applicant of address:

\_\_\_\_\_

In Monterey on the Lake acknowledges that (she, he, or they) have read, understand, and agree to follow and abide by all the terms and conditions of the following:

- (a) Declaration of Covenants, Restrictions and Easements
- (b) Bylaws
- (c) Current Rules & Regulations: to include Leasing Provisions and Animal Restrictions
- (d) Certificate of Amendment(s) to the Declaration of Covenants and Restrictions for Monterey on the Lake HOA
- (e) Occupancy of Unit and Lot may not take place until issuance of Certificate of Approval for Lease or Purchase
- (f) Association shall have the right to terminate the lease upon default by tenant in observing any of the provisions of the Declaration, Articles, By-Laws or Rules.

Dated: \_\_\_\_\_ Purchaser/Lessee Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Purchaser/Lessee Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Purchaser/Lessee Signature: \_\_\_\_\_

The documents listed above may be obtained from the GRS Community Management Associates, Inc. website: [www.grsmgt.com](http://www.grsmgt.com)

This form must be completed for all applicants over age 18  
If additional applicants, please use an additional form.

# AUTHORIZATION FILE DISCLOSURE

## APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc., and its designated agent /employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent, or misleading information on an application may be grounds for denial of residency, or subsequent eviction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver ' s License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
2nd Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver' s License Number

\_\_\_\_\_  
State

**ADDITIONAL OCCUPANTS OVER 18, AUTHORIZATION FORM IS REQUIRED**