



Monterra Community Association, Inc.

Must be Completed by all New Future Residents

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Before you complete the application, please make sure you understand the following:

Any applicant who falsifies information on his or her application will not be accepted for residency. Next Generation Management & Accounting Services does business in accordance with the Equal Housing Opportunities Law and does not discriminate against any person because of race, color, religion, gender, handicap, familial status or national origin.

Please be sure to contact management prior to filling out an application to ensure that you have met all the association's requirements. (Credit/Income Requirements, Pet Restrictions, Leasing Restrictions, etc.)

Property Information

Included with this **completed** application, all applicants must meet the qualifications outlined, provide the documents listed below, and ensure all information is accurate.

Buyers & Tenants Only:

- A copy of the executed lease agreement or sales contract.

Buyers, Tenants & Additional Occupants:

- A copy of each applicant's U.S. state-issued photo ID or foreign equivalent.
- A copy of the marriage certificate (if applicable).
- A copy of vehicle registration(s) and proof of insurance.
- Pet photo(s), vaccination record(s), rabies certificate(s), and any other supporting documents for all animals residing in the property.
- A \$150 application fee is required for each applicant eighteen (18) years of age or older. A husband and wife, or a parent and dependent child (over 18 years old), are considered a single applicant for fee purposes.

Additional Occupants Only:

- A signed letter from the homeowner authorizing you to reside in the property without any financial responsibility.

You may not move into the property until you have received a Certificate of Approval signed by the Board of Directors. This includes, but is not limited to, moving furniture, staying overnight, or engaging in any similar activities. Anyone 18 years of age or older must complete an application and obtain approval from the Board prior to moving in.

The application process may take up to thirty (30) days. Application packages will not be submitted to the Board for review until they are complete and all required documentation has been provided. The Board of

Directors must approve or disapprove the application within thirty (30) days of receiving all necessary documents.

This application is subject to the terms, conditions, and restrictions of the Association's declarations. Should any information be false, the Association may reject the application, terminate the right of occupancy, and retain all deposits and prepaid monies.

Grounds for Disapproval

The Association may deny an application based on "good cause." Specific criteria for disapproval include:

Creditworthiness: The Association reviews FICO scores. An applicant or applicants with a FICO score below 600 may be denied.

Criminal History: Denial is permitted if an applicant has been convicted of a felony involving violence to persons or property, or a felony demonstrating dishonesty or moral turpitude.

Background Checks: Negative information regarding prior rental history or personal/business references may be valid grounds for rejection.

Application Integrity: Failure to provide required information in a timely manner, or making material misrepresentations on the application, can result in denial.

Financial Standing of Owner: The Association may deny a sale or lease if the current owner is delinquent in paying maintenance assessments.

Right to Interview

To ensure prospective residents are familiar with the community's governing documents, the Board of Directors has the right to require a personal interview with a proposed purchaser or tenant before granting or denying approval. The Board may designate a committee or specific individuals to conduct these interviews.

During the application process, you will be contacted to coordinate such an interview and will be required to attend prior to the issuance of a decision by the Board.

Sales & Right of First Refusal

Any attempt to sell or transfer a unit without prior Association approval is considered a breach of the Declaration and is null and void. If the Board disapproves a sale but the owner still wishes to proceed, the owner must provide a second written notice via certified mail.

The Association then has 30 days to provide an agreement, either from the Association itself or an approved alternate purchaser, to buy the property on the same terms and conditions as the original contract. This duty to provide an alternate purchaser does not apply if the original denial was based on "good cause."

Rental Restrictions & Terms

No unit may be leased for a term of less than twelve (12) consecutive months. Rentals under one year, including "short-term" or Airbnb-style arrangements, are strictly prohibited.

Subleases and assignments of existing leases are not permitted.

Tenants must place a security deposit in escrow with the Association, not to exceed one month's rent, to cover potential damages to common elements.

All leases must include a Standard Lease Addendum stating that the tenant is bound by the Association's governing documents and rules.

Tenants are required to follow all community rules, including pet restrictions, and vehicle parking regulations.

If an owner becomes delinquent in their assessments, the Association has the right to demand that the tenant pay their rent directly to the Association to satisfy the unpaid debt.

The Association may act as the owner's agent to evict a tenant who violates community rules or governing documents, with the owner being liable for all associated legal costs.

Information obtained by the Association during the tenant screening process is considered confidential and is not accessible to other parcel owners as part of official records.

For questions relating to the restrictions and/or requirements of this community, please contact:

Rachel Hughes, LCAM for Monterra Community Association, Inc.

Email: MonterraHOA@nextgenfla.com

For an application status or questions regarding an application submission, please contact:

Applications Department

Email: applications@nextgenfla.com

Corporate Office Hours are:

Monday - Friday, 9:30 AM - 5:00 PM

This application must be **completed in full**. Please ensure that all questions are answered. If a question does not apply, indicate **"N/A"** in the corresponding box.

Property Address *



The address of the property for which you are submitting this application.

Occupancy Type *



Move-In Date or Closing Date: *



The date you plan to take possession of the property or the official closing date of the sale.

Current Owner Information

Current Owner Full Name *

Please enter the full legal name of the current property owner. If the property is owned by a company, include its full legal name.

Address *

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Email *

Phone *

Primary Applicant Personal Information:

Full Name *

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Email *

Phone *

Are You an Active Service Member?

☐ Yes ☒ No

US State-Issued Photo Identification or Foreign Equivalent *

or drag files here.

Will the applicant be residing in the property?

☒ Yes ☐ No

Current Address *

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Landlord's Name ***Length of Residency *****Landlord's Phone Number ***

If you owned your previous residence,
please write your own information.

Previous Address *

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

**Landlord's Name *****Length of Residency *****Landlord's Phone Number *****Emergency Contact ***

First

Last

Phone ***Address ***

Address Line 1

Address Line 2

City

State



Zip Code

Primary Applicant Employment Information:**Current Employer *****Annual Income ***

Address *

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

United States

**Office/HR Phone *****Supervisor Name *****Position *****Length of Employment *****Will there be another person applying to reside in the property? ***☐ Yes ☐ No

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