

BONTERRA HOA Buyer/Tenant Application

Please call community to verify the below instruction and documents needed

First, please complete this form. This pre-screening process allows the association to present your application to the board. The application link is as follows:-

[Bonterra Community Association > Bonterra South Services > SOUTH ONLY Screening Application \(kw-ic.com\)](#)

Please make sure you are using Google Chrome on a desktop computer. If the page does not load properly, click on the eye icon in the address bar, then select "Cookies" and enable them for the site. This will allow the application to function correctly.

Once the pre-screening process is submitted, follow this link for the Tenant Evaluation: <https://tenantev.com>, using the appropriate code for your process:

- **Rental/Purchase:** Use code **7728**. If there are two primary leaseholders or buyers, both must apply as **"Principal."** Any person over 18 years old residing in the property must apply as an **"Additional Resident."** For rentals, ensure that the property information is accurate. *(Note: If it is a first-time rental, a \$1,000 deposit is required.)*

Please note:

- **Cost of the application: \$150.00 per person.**
- If this is the **first time the property is being rented**, the owner will be required to **submit a security deposit of \$1,000.00**. This deposit must be paid before the lease approval process can be completed.
- **Purchase of a property** is subject to a **Capital Contribution Fee of \$1,000.00** as required by the Association.
- **All payments** must be made at the clubhouse office and may be paid by **check or credit/debit card**. Cash payments are not accepted.

Please note that once the application is closed in Kissflow, **the board has up to 30 days to approve it.**

- **Bonterra South requires at least one applicant have a minimum credit score of 680.**
- Please note that the **monthly rent cannot exceed 41% of the total combined gross income of all applicants**. Proof of income must be provided for verification.

For purchases, Estoppels can be requested through the following link:

[Request a Tenant Estoppel Certificate or Questionnaire | KWPMC](#)

If you have any questions or need further information, please do not hesitate to contact us.

Have a wonderful day,

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Front Desk

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