

## **APPLICATION FOR OCCUPANCY**

All new residents (owners and/or tenants) are required to apply with **MONTE CARLO TOWNHOMES HOMEOWNER'S ASSOCIATION, INC.** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant **MUST** be approved before moving in. You **MUST** obtain the required forms from the office of:

GRS MANAGEMENT, INC  
15280 NW 79<sup>TH</sup> COURT, SUITE 109  
MIAMI LAKES, FL 33016  
PHONE 305-823-0072  
FAX 305-823-4888

All applications **MUST** be submitted to **MONTE CARLO TOWNHOMES HOMEOWNER'S ASSOCIATION, INC.** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed. The following must be included with the application:

- \_\_\_\_\_ Application fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only)**
  
- \_\_\_\_\_ If the application is for sale, an estoppel **MUST** be requested before or at the time this application is submitted. **ESTOPPEL FEE OF \$250.00 (standard) OR \$350.00 (rush)** is required. Made payable to: **GRS MANAGEMENT, INC (Cashier's check or money order only)**
  
- \_\_\_\_\_ Signed copy of the contract for sale or lease.
  
- \_\_\_\_\_ Completed application with a copy of all applicants' driver licenses or photo IDs.

When a complete application package is received, we will commence the process for the background screening. Once the background screening is completed, we will be forward the application to the Board of Directors for approval.

All inquiries in reference to the application process must be done via e-mail to [Application@grsmanagement.com](mailto:Application@grsmanagement.com).

Sincerely,

Applications Department  
GRS Management, Inc.

# MONTE CARLO TOWNHOMES HOMEOWNER'S ASSOCIATION, INC.

## Application for Occupancy

**PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED.**

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a **separate** application.

Date: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

This Application is for a: Lease ( ) Purchase ( ) of Unit # \_\_\_\_\_

Property Address: \_\_\_\_\_

Realtor's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_

MARITAL STATUS: Married ( ) Separated ( ) Divorce ( ) Single ( )

Spouse's Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_

No. Of People who will occupy the unit: \_\_\_\_\_

### LIST OF OCCUPANTS

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_



**PETS**

Yes ( ) No ( ) How Many: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

**VEHICLES**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

**RESIDENCE HISTORY**

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

**EMPLOYMENT HISTORY**

ARE YOU: Self-Employed? Yes ( ) No ( ) Retired? Yes ( ) No ( )

Present Employment:

Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer: Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Spouse's Employer

Self-Employed? Yes ( ) No ( ) Retired? Yes ( ) No ( )

Present Employment: Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer: Employer Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

**REFERENCES (No Relatives)**

Name \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**LEASE ADDENDUM**

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: \_\_\_\_\_

\_\_\_\_\_  
Lesser (Owner) Signature

\_\_\_\_\_  
Lessee (Tenant) Signature

**RULES & REGULATIONS**

I, \_\_\_\_\_, acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at the GRS Management, Inc office. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes ( ) No ( )      Convicted Yes ( ) No ( )

Name of applicant: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, will make an investigation from the information given and present their findings to GRS Management Inc. and the association for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or GRS Management, Inc or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its investigative findings.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**GRS Management, Inc.**

15280 NW 79<sup>th</sup> Court, Suite 109

Miami Lakes, FL 33016

PH: (305) 823-0072 Fax: (305) 823-4888

Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS

In connection with my application for occupancy for a dwelling and/or residential with \_\_\_\_\_ and **GRS Management, Inc.**,

I/we understand consumer reports will be requested by you ("Company"). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I/we further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgements, bankruptcy proceedings, evictions, criminal records, etc., from federal, state and other agencies that maintain such records.

To investigate your background and/or credit, a Consumer Report will be obtained from:

RentGrow, Inc.  
400 Fifth Avenue, Suite 120  
Waltham, MA 02451  
(T) 800-736-8476  
(F) 800-819-5182  
(E) [rs\\_support@yardi.com](mailto:rs_support@yardi.com)

I/We understand that I/we have the right to make a request to the consumer reporting agency. Upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of all information in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). I/We hereby consent to Company obtaining the above information from the Agency. I/We understand that the Association and/or GRS Management, Inc. reserve the right to deny my/our application based on the information provided on the report. I/we understand that I/we have the right to dispute the accuracy or completeness of any item on your consumer report by contacting the Consumer Reporting Agency using the information displayed above.

I/we understand that I/we have rights under the Fair Credit Reporting Act, and I/we acknowledge receipt of the above summary of rights. \_\_\_\_\_, \_\_\_\_\_ (initials)

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

For Identification Purposes:

Social Security No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

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

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

Driver's License No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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**MONTE CARLO TOWNHOMES HOMEOWNER'S ASSOCIATION, INC**

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Resident/Occupant name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Documents Requirement to obtain these items:

- Copy of owner's Driver's License (Tenant must be an approved tenant)

**Previous owner is responsible for providing you with a copy of the condo documents. If these were not provided to you, they may be purchased at a cost of:**

Condo Docs/By laws \*Fee \$25.00

Pool Key \*Fee \$30.00

If you wish to change your mailbox key, you must contact U.S. Postal Service and make arrangements with them to install a new lock.

All fees are payable to: **MONTE CARLO TOWNHOMES HOMEOWNER'S ASSOCIATION, INC.**

**(Cashier's check or Money Order Only)**

Total amount due: \_\_\_\_\_



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Email: [customer@grsmanagement.com](mailto:customer@grsmanagement.com)

[www.grsmanagement.com](http://www.grsmanagement.com)

**Pet Registration Form**

Association: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Resident/Occupant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Pet(s) (Breed and Color): \_\_\_\_\_  
*Restrictions may vary based on Association bylaws*

Pet age and weight (lbs): \_\_\_\_\_

County Tag License # (will be verified on County Website): \_\_\_\_\_

Last time pet was vaccinated (attach proof of vaccination): \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_

Veterinarian Phone: \_\_\_\_\_

**PLEASE ATTACH PHOTOGRAPH OF PET:**

\_\_\_\_\_  
Pet Owner Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date







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Email: [customer@grsmanagement.com](mailto:customer@grsmanagement.com)

[www.grsmanagement.com](http://www.grsmanagement.com)

**Property Owner's Information**

**Please complete below and return to the GRS Management, Inc. office.** It is very important that we have updated phone numbers and emails in the event of an emergency regarding your property. Please help us to better serve you, and the community as a whole, by completing this property owner's information sheet. This sheet can be emailed back to our office at [customer@grsmanagement.com](mailto:customer@grsmanagement.com) or faxed to 305-823-4888.

**Please check this box if you would like to join our mailing list and consent to receiving community updates and important information via email.**

Association Name: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Other Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please complete tenant information (if applicable)**

Tenant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**\*\*For Official Use Only\*\***

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_



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Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

**MONTE CARLO TOWNHOMES HOMEOWNER'S ASSOCIATION, INC**

RE: Association Payments

Please note all payments must be issued to  
[montecarlohoa2016@gmail.com](mailto:montecarlohoa2016@gmail.com)

Should you have any questions or concerns, please feel free to contact our office at  
305-823-0072 or at [customer@grsmanagement.com](mailto:customer@grsmanagement.com)





**GRS Management, Inc.**

15280 NW 79<sup>TH</sup> Court, Suite 109

Miami Lakes, FL 33016

PH: (305) 823-0072 Fax: (305) 823-4888

Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## **ACKNOWLEDGEMENT OF RULES AND REGULATIONS**

I, \_\_\_\_\_, the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, \_\_\_\_\_, the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

Association Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

**MONTE CARLO TOWNHOMES H.O.A., INC.**

**RULES AND REGULATIONS**

**EFFECTIVE MAY 2022**

**SECTION 1: PROPERTY OWNERS**

a) Townhomes must be occupied by the owner of record for a minimum of two years, from date of sale, before they can be offered for rent. Violations of this rule will result in a \$500 fine for each month of violation. After two months of fines accounts will be forwarded to the attorney for collection.

b) Property owners meeting the residency requirement may rent their property by submitting the proper application form to the Board of Directors. All rental applications must be approved by the Board prior to unit rental. Violations of this rule will result in a \$500 fine assessed to the property owner for each month of violation.

c) All new homeowners are required to meet the Board of Directors at the first Board Meeting following their closing.

d) New homeowners are required to submit an application to the Board of Directors with a \$150.00 application fee per legally married couple or per applicant over the age of 18 via money order or cashier's check made payable to GRS Management, Inc. and mailed or dropped off at 15280 NW 79<sup>th</sup> Court, Suite 109, Miami Lakes, FL 33016.

e) It is the responsibility of the homeowner selling their property to turn over a copy of the Monte Carlo Townhomes By-Laws, along with the Pool/Cabana key, to the new homeowner at closing. The Board of Directors is not responsible for providing the keys if they were not transferred at closing. The replacement key cost is \$30.00 payable to Monte Carlo Townhomes, HOA.

f) Backyard areas are to be properly trimmed and maintained. Any unit that fails to maintain their backyard will be fined. Additional fines may be charged the property owner if the Board of Directors needs to maintain their backyard.

g) All garbage cans must be stored inside garages. At no time may garbage cans remain outside the garage **except** for garbage collection: Wednesday and Saturday mornings. Homeowners may be fined if garbage cans remain outside the unit after 11PM on Wednesdays and Saturdays.

h) All garbage cans are to be marked with the unit address.

**Initials:** \_\_\_\_\_



**MONTE CARLO TOWNHOMES H.O.A., INC.**

**RULES AND REGULATIONS**

**EFFECTIVE MAY 2022**

i) All homeowners are required to submit an Architectural Application to the Board of Directors for any proposed changes to their property, including landscaping. Contact GRS Management, Inc. at [customer@grsmanagement.com](mailto:customer@grsmanagement.com) to obtain an ARB (Architectural Review Board) applications.

j) Real Estate signs may be posted on the garage door and are limited to the dimensions of 6" x 10". No "For Rent" or "Open House" signs are allowed without written permission from the Board of Directors

**SECTION 2: POOL/CABANA AREA**

a) Please follow the rules posted in the pool area. These rules are posted for you and your guests' safety.

b) The pool is open from 8AM to 8PM.

c) No child under the age of 16 is allowed in the pool area without an adult present.

d) No more than 20 people are allowed inside the pool at the same time.

e) No glass is allowed in the pool/cabana area.

f) The Board of Directors is not responsible for any personal property missing from, or damaged in, the pool/cabana area.

g) No loud radios are allowed.

h) No food or drinks are allowed in the pool.

i) Swim at your own risk, no lifeguards are on duty at any time.

**SECTION 3: PARKING/SPEED HUMPS**

a) Only two cars may be parked in each driveway at one time

b) No homeowner may park in guest parking for more than 16 hours at any one time.

**Initials:** \_\_\_\_\_

**MONTE CARLO TOWNHOMES H.O.A., INC.**

**RULES AND REGULATIONS**

**EFFECTIVE MAY 2022**

- c) No cars are allowed to be parked on the sidewalk or street area. This rule will be strictly enforced by the Board of Directors from 12 Midnight to 6 six AM. Any violation to this section will result in fines and possible towing of the vehicle
- d) At no time are homeowners or their guests permitted to drive around the speed humps on the property. Violations of this rule will result in a \$150 fine.
- e) No commercial vehicles, motorcycles, or boats are permitted to be parked on the property overnight. The only exceptions to this rule are Police, Fire, or Military (GSA) vehicles.
- f) No vehicle leaking any type of fluid or oils is allowed to be parked on the property The vehicle's owner will be responsible for any and all damages to the common areas, including the driveways.
- g) No vehicles are permitted to park on the property without a valid registration tag.
- h) The Board of Directors has the right to tow any vehicle from the property that appears abandoned or in violation of any these rules. The owner of the vehicle will be liable for all costs of the towed vehicle, including storage.

**SECTION 4: MAINTENANCE PAYMENTS**

- a) All payments are due on the first day of each month. Payments not received by the Tenth of the month are considered late and will incur a \$10 late payment fee. The \$10 late payment fee will be added each thirty days until that payment is received.
- b) Any payment not received within thirty days will receive a demand letter.
- c) If payment is not received within thirty days of the demand letter, the account will be transferred to the HOA attorney and the homeowner incurs additional late fees and attorney collection costs.
- d) Payments are to be paid electronically via emailed invoice or by ACH. Please request an ACH form to [montecarlohoa2016@gmail.com](mailto:montecarlohoa2016@gmail.com) or if paying by emailed invoice please provide an email address.

**Initials:** \_\_\_\_\_



**MONTE CARLO TOWNHOMES H.O.A., INC.**

**RULES AND REGULATIONS**

**EFFECTIVE MAY 2022**

e) Checks returned from the bank will incur a \$25 NSF fee. The HOA will not re-deposit any returned check. Returned checks must be paid within fourteen days by money order or cashier's check and must include the NSF fee.

**SECTION 5: VIOLATION HEARING PROCESS**

a) Homeowners receiving a violation may appeal it within fourteen days from the date of the violation. This appeal must be made in writing and mailed to GRS Management, Inc. and mailed or dropped off at 15280 NW 79<sup>th</sup> Court, Suite 109, Miami Lakes, FL 33016.

b) The Violations Committee will hear all appeals. The Board of Directors does not hear appeals for violations.

c) Unless appealed, all fines are due within fourteen days. After the appeal process, any fine imposed must be paid within fourteen days.

d) Unpaid violations will be sent a final demand letter from the Board of Directors. If payment is not received, the homeowner account will be sent to the HOA attorney for collection and will incur additional collection fees and attorney collection costs

**I hereby acknowledge and understand these Rules and Regulations and will follow them accordingly.**

**Unit #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Prospective Buyer's Printed Name**

\_\_\_\_\_  
**Prospective Buyer's Signature**

\_\_\_\_\_  
**Prospective Buyer's Printed Name**

\_\_\_\_\_  
**Prospective Buyer's Signature**