

MONTEREY MASTER OWNERS' ASSOCIATION, INC.

c/o **Dorrill Management Group**
5672 Strand Court, suite 1
NAPLES, FLORIDA 34110
(239) 592-9115 • FAX: (239) 594-1422
Email: neil@dmgfl.com

Lease Application Check- Off Sheet

Dear Prospective Owner(s),

Please submit the following for approval to Lease in Monterey Master:

- A completed and legible **lease application**, signed by prospective owner(s).
- A complete copy of the **Lease Contract**, signed by both parties.
- Completed **Gate Data Form**
- Completed and signed **Disclosure and Authorization Form** for each applicant age 18 and over
- **\$47 non-refundable processing fee** for **each** applicant 's background check. If paying by check or money order, please make payable to: **Monterey Master Assn.**
- **\$100 non-refundable application fee.** If paying by check or money order, please make payable to: **Monterey Master Assn.**

Address: _____

Title Company: _____ Phone# _____

Per Amended Docs: Section 20: Lease term and Frequency:

6 months minimum; 1 year maximum; 2 times per calendar year

Missing or incomplete Information will result in the delay of processing your application. Complete applications **MUST** be received at least **20 days** prior to closing.

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Application for Approval to Lease

I/We hereby apply for approval to lease _____ Monterey for the period
beginning _____, 20__ and ending _____, 20__.

*A copy of the signed sales contract must be attached.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

#1 APPLICANT INFORMATION:

Last Name _____ First _____

Home Address _____ Apt. / Unit # _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____ Other Phone _____

Email _____

Employer _____ Employer's Phone _____

Date of birth _____ Driver's License # _____

#2 APPLICANT INFORMATION:

Last Name _____ First _____ Middle _____

Home Address _____ Apt/ Unit # _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____ Other Phone _____

Email _____

Employer _____ Employer's Phone _____

Date of birth _____ Driver's License # _____

OCCUPANTS:

Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.

Full Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____

REFERENCES:

Please list two personal references

Name _____

Relationship _____ Phone _____

Address _____

Name _____

Relationship _____ Phone _____

Address _____

LAST ADDRESS OF OCCUPANCY:

Name of Current or Most Recent Landlord _____

Address _____

Phone _____ Time Period _____

EMERGENCY CONTACT:

Please list a person to be notified in case of an emergency at the Monterey residence.

Full Name _____

Relationship _____ Phone _____

Address _____

VEHICLES

Year _____ Make _____ Model _____ License Plate# _____ State _____

Year _____ Make _____ Model _____ License Plate # _____ State _____

DOGS

of Dogs _____ Breed(s) _____ Weight _____

DISCLAIMER AND SIGNATURE:

In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

I/we have received, read and understand the Declaration of Protective Covenants, Articles, Bylaws and Rules and Regulations of Monterey and will comply.

Signature _____ Date _____

Signature _____ Date _____

APPLICATION REQUIREMENTS:

Please be aware that an incomplete application package will cause delays in processing. The following items must be included in order for either Southwest Property Management or Dorrill Management Group and the Board of Directors to proceed:

- Completed application
- Copy of executed lease contract
- \$100 non-refundable application fee payable to Monterey Master Association
- Background & Credit Check Authorization at \$47.00, per occupant age 18 years old and over. Payable to **Monterey Master Assn.**

RETURN THE ABOVE APPLICATION TO:

Monterey Master Owners' Association
c/o Dorrill Management Group
5672 Strand Court, Suite 1
Naples, FL 34110

(239) 592-9115 phone
(239) 594-1422 fax

APPLICATION APPROVAL:

_____ Approved
_____ Disapproved

Date: _____
By: _____
Board Officer or Director

