

RECEIVED: _____

BY: _____



Rental/Lease Application

FOUR MIDTOWN MIAMI CONDOMINIUM

3301 NE 1st Avenue, Miami, Florida 33137

Unit #: _____

Lease Start Date: _____ Lease End Date: _____

1. Copy of Original Executed Lease ☐
2. Tenant Lease Addendum ☐
3. Nation-Wide Criminal Background to be provided by landlord/tenant ☐
4. Acknowledgment of Rules and Regulations of the Condominium ☐
5. Acknowledgment of One Month's Rent Security Deposit ☐
6. Acknowledgment of Motorcycle & Scooter Policy ☐
7. Acknowledgment of Bicycle Storage Policy ☐
8. Acknowledgment of How to Dispose Trash, Boxes & Rubbish ☐
9. Resident/Tenant Information Sheet ☐
10. Parcel Receipt Authorization & Notification Method ☐
11. Pet Registration:
 - a. Vet Records ☐
 - b. Picture of Pet ☐
 - c. Pet Fee (\$300 1st Pet, \$150 2nd Pet) ☐
12. Acknowledgment of Pet Rules & Regulations ☐
13. New Applicant / Elevator Reservation Procedures ☐
 - a. Application Fee (\$100.00) per applicant ☐
 - b. Security Deposit (\$500.00) for Service Elevator Reservation ☐
 - c. Security Deposit Equal to One (1) Month's Rent per Lease is Required ☐
With Each Individual Application
(Refundable Upon Move Out, Process Time May Vary).
14. Acknowledgment of Pool Rules & Regulations ☐
15. Acknowledgment of Gym Rules & Regulations ☐
16. Acknowledgment of Construction/Alterations/Repairs Rules & Regulations ☐
17. Government Issued Picture ID (i.e., Driver's License, Passport, Visa, etc.) ☐

All payments ***MUST*** be made payable to **Four Midtown Miami Condominium** with certified funds
(Cashier's Check or Money Orders Only)

****Please note that ALL of the above items MUST be received and completed prior to reserving the elevator.*** Due to the high volume of Move-Ins, Move-Outs, and deliveries, management recommends to reserve the elevator at least **15 days** in advance.

NOTES:



IMPORTANT CONTACT NUMBERS

- **Electricity:**



Florida Power & Light
Miami-Dade: (305) 442-8770
www.fpl.com

- **Phone, Cable, & Internet:**



Hotwire Communications
1-800-355-5668
www.gethotwired.com/midtown

- **Management Office:**

Main: (305) 438-1462

- Front Desk ext. 1
- Management Office: ext. 2

Email(s):

- Administrative Assistant:
- Assistant Manager:
- Manager:

**TENANT LEASE ADDENDUM**

Date: _____

Tenant(s): _____

Landlord(s): _____

Address: **FOUR MIDTOWN MIAMI CONDOMINIUM ASSOCIATION, INC.**
3301 NE 1st Ave, Miami FL 33137 Unit # _____

THIS LEASE ADDENDUM was made and entered into this ____ day of _____, 20____, by and between _____ hereinafter referred to as "Landlord" and _____, hereinafter referred as "Tenant;" and **WHEREAS**, this Lease Addendum shall be attached to and for all purposes made a part of the Lease Agreement between the Landlord and the Tenant for the premises indicated above; and **WHEREAS**, the Landlord and Tenant fully intend to be bound by this Addendum; and **NOW THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the Landlord and Tenant agree as follows:

1. Landlord will remain current in payment of all assessments due to the Association.
2. Should the Landlord become delinquent in payment of assessments, the Association shall have the right to collect rent directly from the tenant(s) upon providing written notice to the tenant and owner that the unit is delinquent in its payment of assessments. Tenant shall continue paying rent directly to the Association until such time that the Landlord's assessment account has been brought current.
3. Should the Tenant and Landlord fail to comply with the provisions of this lease addendum, Four Midtown Miami Condominium Association shall have the right to evict the tenant after providing a thirty (30) day written notice to vacate. All legal fees and costs associated with the eviction shall be the responsibility of the homeowner.

AGREED to between the parties on this ____ day of _____, 20____.

Owner_____
Tenant_____
Owner_____
Tenant

Section 718.116 provides for the authority of an association to collect rent from a tenant occupying a unit that is delinquent to the Association in any monetary obligation. If the tenant does not pay, the association may evict the tenant as if the association was the landlord.

Four Midtown Miami Condominium

Rules and Regulations

Each of the rules and regulations shall be in accordance with all applicable county and state codes, ordinances and regulations.

1. The sidewalks, entrances, passages, lobbies and hallways and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property; nor shall any carts, bicycles, carriages, chairs, tables, clothing, shoes or any other objects be stored therein, except in areas (if any) designated for such purposes. The foregoing shall not, however, be applicable to the Commercial Units, except as otherwise expressly provided in the Declaration. As set forth in the Declaration, the Owners of the Commercial Units shall be permitted to make use of the sidewalks, entrances, passages, and other portions of the Common Elements adjacent to their Units to further the commercial uses from their Commercial Units.

2. The personal property of Residential Unit Owners and occupants must be stored in their respective Residential Units.

3. No articles other than patio-type furniture shall be placed on the balconies, patios, terraces or lanais or other Common Elements or Limited Common Elements of Residential Units. No linens, cloths, clothing, shoes, bathing suits or swimwear, curtains, rugs, mops, or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, balconies, terraces, lanais, railings or other portions of the Condominium or Association Property. The foregoing shall not be applicable to the Commercial Units or the Commercial Unit Owners.

4. No Unit Owner or occupant shall permit anything to fall from a window or door of the Condominium or Association Property, nor sweep or throw from the Condominium or Association Property any dirt or other substance onto any of the balconies, patios, terraces and/or lanais or elsewhere in the Building or upon the Common Elements. Each Unit Owner shall be responsible for cleaning up after themselves, and their guests, tenants and invitees when within the Condominium Property, including, without limitation, placing all trash and/or garbage in the proper receptacles.

5. No garbage, refuse, trash or rubbish shall be deposited except as permitted by the Association. The requirements from time to time of the company or agency providing trash removal services for disposal or collection shall be complied with. All equipment for storage, recycling or disposal of such material shall be kept in a clean and sanitary condition.

6. No Residential Unit Owner or occupant shall make or permit any disturbing noises, nor allow any disturbing noises to be made by the Owner's family, employees, pets, agents, tenants, visitors or licensees, nor permit any conduct by such persons or pets that will interfere with the rights, comforts or conveniences of other Unit Owners or occupants. No Residential Unit Owner or occupant shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other residents. No Residential Unit Owner or occupant shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents. The foregoing shall not be applicable to the Commercial Units, nor preclude any lawful uses from the Commercial Units other than to the extent provided in the Declaration.

7. Employees of the Association are not to be sent out by Unit Owners or occupants for personal errands. The Board of Directors shall be solely responsible for directing and supervising employees of the Association.

8. No repair of vehicles shall be made on the Condominium Property.

9. No sign, advertisement, notice or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Condominium or Association Property, except signs used or approved by the Developer (for as long as the Developer owns any portion of the Condominium Property, and thereafter by the Board) or signs utilized by the Commercial Units (and as to signs utilized by Commercial Unit Owners, to the extent permitted by the Declaration). Additionally, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the Building or on the Common Elements, without the prior written consent of the Board of Directors of the Association. The foregoing shall not, however, be applicable to the Commercial Units, except to the extent provided in the Declaration. To the extent set forth in the Declaration, the Owners of the Commercial Units shall be permitted to install signage both on their Units and the Common Elements adjacent to their Units.

10. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Residential Unit or on the Common Elements, other than as is reasonable and customary in vehicles and/or in cleaning supplies.

11. A Unit Owner or occupant who plans to be absent during the hurricane season must prepare his or her Unit prior to his or her departure by designating a responsible firm or individual to care for his Unit should a hurricane threaten the Unit or should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual.

12. A Residential Unit Owner or occupant shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies, railings or windows of the Building. Notwithstanding the foregoing, any Unit Owner may display one portable, removable United States flag in a respectful way, and, on Armed Forces Day, Memorial Day,

Flag Day, Independence Day and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4 1/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard. Curtains and drapes (or linings thereof) which face on exterior windows or glass doors of Units shall be subject to disapproval by the Board, in which case they shall be removed and replaced with acceptable items.

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13. Installation of satellite dishes by Residential Unit Owners shall be restricted in accordance with the following: (i) installation shall be limited solely to the Unit or any Limited Common Elements appurtenant thereto, and may not be on the Common Elements; (ii) the dish may be no greater than one meter in diameter, and (iii) to the extent that same may be accomplished without (a) impairing reception of an acceptable quality signal, (b) unreasonably preventing or delaying installation, maintenance or use of an antenna, or (c) unreasonably increasing the cost of installing, maintaining or using an antenna, the dish shall be placed in a location which minimizes its visibility from the Common Elements. The foregoing restrictions shall not be applicable to the Commercial Unit Owners.

14. No window air-conditioning units may be installed by Unit Owners or occupants. No Unit shall have any aluminum foil placed in any window or glass door or any reflective or tinted substance placed on any glass, unless approved, in advance by the Board of Directors in writing. No unsightly materials may be placed on any window or glass door or be visible through such window or glass door.

15. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises by children will not be tolerated. All children under twelve (12) years of age must be accompanied by a responsible adult when entering and/or utilizing the recreational facilities.

16. Pets, birds, fish and other animals, reptiles or wildlife shall neither be kept nor maintained in or about the Condominium Property except in accordance with the following, in addition to the applicable terms of the Declaration:

- (a) Dogs and cats shall not be permitted outside of their owner's Unit unless attended by an adult and on a leash not more than six (6) feet long. Said dogs and cats shall only be walked or taken upon those portions of the Common Elements designated by the Association from time to time for such purposes. In no event shall said dog or cat ever be allowed to be walked or taken on or about any recreational facilities contained within the Condominium Property. Pets shall only be in the hallways of the Building as a means of direct ingress or egress to and from its Owner's Unit and the service elevator.
- (b) Fish or caged domestic (household-type) birds may be kept in the Units, subject to the provisions of the Declaration.
- (c) Unit owners shall pick up all solid wastes from their pets and dispose of same appropriately.

The foregoing shall not, however, limit the rights of Commercial Unit Owners to invite pets to their Units to the extent permitted by the Declaration.

17. Every applicable Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, or such Owner's family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws. Any fines shall be imposed in accordance with the procedures set forth in the Declaration.

18. These rules and regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or activity is or is not permitted. Anything to the contrary notwithstanding, these rules and regulations shall only be applicable to the Commercial Units to the extent expressly provided. Further, anything to the contrary notwithstanding, these rules and regulations shall not apply to the Developer, nor its agents or employees and contractors, nor to the Units owned by the Developer, except:

- (a) Requirements that leases or lessees be approved by the Association (if applicable); and
- (b) Restrictions on the presence of pets; and
- (c) Restrictions on occupancy of Units based upon age (if any); and
- (d) Restrictions on the type of vehicles allowed to park on Condominium Property; however, the Developer or its designees shall be exempt from any such parking restriction if the vehicle is engaged in any activity relating to construction, maintenance, or marketing of Units.

All of these rules and regulations shall apply to all other Owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefor and good cause shown in the sole opinion of the Board.



RULES AND REGULATIONS **ACKNOWLEDGMENT**

I/We hereby agree for myself and on behalf of all persons who may use the unit which I/We seek to lease at **FOUR MIDTOWN MIAMI CONDOMINIUM ASSOCIATION, INC.**, that I/We will comply with the Declaration, By-laws, Rules and Regulations or restrictions which are in effect now or which may, in the future, be imposed by the Board of Directors.

By signing below, I acknowledge that I have read and received the Rules and Regulations of the condominium. I understand that as resident of FOUR MIDTOWN MIAMI CONDOMINIUM, I am responsible to follow and abide all the rules and regulations set forth.

**ALL APPLICANTS ARE SUBJECT TO THE ASSOCIATIONS GOVERNING
DOCUMENTS & PERTINENT FL STATUTES**

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Resident Name(s) _____

Resident Signature: _____



ONE (1) MONTH'S RENT SECURITY DEPOSIT ACKNOWLEDGMENT

Initials

— — I/We are aware that the One (1) Month's Rent Security Deposit issued to the association is to be used for any damages to the common areas, violations to the Rules & Regulations, nuisance and/or negligence affecting other residents or common areas of the association.

— — I/We are aware that a written request for the security deposit must be submitted to the association in order for deposit to be released to the individual that originally submitted the security deposit.

— — I/We understand that upon the association's receipt of a written request to release the security deposit, deposit will be processed and returned within 30 Days.

By signing below, I acknowledge that I have read and received the above condominium policy.

Unit # _____ Date: _____

Resident Name(s) _____

Resident Signature: _____



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MOTORCYCLE & SCOOTER **POLICY**



Motorcycles and Scooters are considered motor vehicles. Each motor vehicle is to be parked in the corresponding assigned parking space to the unit.

If a resident has both a motorcycle/scooter and a car, only one of them may be parked in the designated assigned parking space. Other parking arrangements must be made off premises for any sort of additional vehicle, motorcycle or scooter.

Motorcycles and Scooters may **NOT** be parked in any other area within the parking garage other than the assigned parking space. Any motorcycle or scooter that is not parked in your assigned parking spot may be **TOWED**.

By signing below, I acknowledge that I have read and received the above condominium policy.

Unit #: _____ Date: _____

Resident Name(s) _____

Resident Signature: _____



VEHICLE REGISTRATION FORM

Please complete the following form and return to the Management Office along with the following:

- Driver's License Copy
- Valid Vehicle Registration (DMV) Copy
- \$100 Registration Fee – Money Order or Cashier's Check

Unit Number:	Date:
Primary Resident / Occupants Name	Primary Resident / Occupants Name
Vehicle / Motorcycle 1	Vehicle / Motorcycle 2
Name on Vehicle Registration	Name on Vehicle Registration
Make	Make
Model	Model
Year	Year
Color	Color
Plate# State:	Plate# State:
FOR OFFICE USE ONLY	FOR OFFICE USE ONLY
Floor: Spot:	Floor: Spot:
Assigned Parking Space Number	Assigned Parking Space Number
Parking Decal/Permit Number	Parking Decal/Permit Number
Windshield Tag Number	Windshield Tag Number

Acknowledgment and Agreement

I/we am/are aware of the Association Rules, Regulations, and Restrictions regarding vehicles on property and agree to abide by them. Vehicles must be parked in the units always assigned space(s) with the corresponding parking permit and Windshield Tag. All unauthorized vehicles will be towed at the owner's expense.

Owner / Resident: _____ Date: _____

Owner / Resident: _____ Date: _____



DISPOSING TRASH/BOXES/ FURNITURE & OTHER RUBBISH ACKNOWLEDGMENT

Below please find the condominium policy on how to dispose trash, boxes, furniture, or any other rubbish.

- Trash bags must be thrown away in the trash chute located on each floor.
- Boxes and/or any other type of cardboard, such as pizza boxes, delivery boxes, etc. must be pleated and disposed of in the recycling bin located in the loading dock area of the ground floor.
- Furniture and other rubbish must be dumped and dropped in the 20-yard container located in the loading dock area of the ground floor.
- Trash is not to be left in any part of the common areas, except those areas designated as mentioned above.

Please be courteous to your neighbors and note that the area in front of the Trash Chute is NOT a dumping/ drop-off area.

By signing below, I acknowledge that I have read and received the above condominium policy. I understand that as resident of FOUR MIDTOWN MIAMI CONDOMINIUM, I am responsible to follow and abide all the rules and regulations set forth. If the above policy is violated, a fine may be imposed by the association.

Unit # _____ Date: _____

Resident Name(s) _____

Resident Signature: _____

**PRIMARY RESIDENT/ TENANT CONTACT INFORMATION**

Building	Unit Number	Date
Four Midtown Miami		
Resident(s)/ Tenants Name(s)	Phone Number (s)	
1.	1.	
2.	2.	
3.	3.	
Email Address	1.	
	2.	
	3.	
<i>(Emails supplied above will be used by Management to keep residents informed of any community and building related news)</i>		
_____		_____
Emergency Contact Person		Relationship
Phone Number		
Alternative Phone Number		
Email Address		

Do any of the residents have restricted mobility or medical condition that may require special attention in case of emergency? Yes / No (Please Circle ONE)

***All residents on this form must be listed on the Executed Lease and a Nationwide Criminal Background must be submitted for each individual. Initials _____



PARCEL RECEIPT AUTHORIZATION & NOTIFICATION METHOD

Unit Number:	Date:
Owner/ Resident Name:	

The owner/resident(s) of the unit listed above of Four Midtown Miami hereby authorizes the Front Desk and/or Concierge, employed by the Association to accept, receive, and sign for any parcels, or mail addressed solely to the registered owners and registered residents of each unit, without imposing any liability there on for the condition of any such parcels received or delays.

The owner/resident(s) understands that this authorization is for the sole benefit of the owner/ resident, and we hereby release the Association, its employees and agents from any liability arising from this Authorization, including but not limited to liability arising from the misplacement of parcels, and/or negligence of the Association and all employees and agents.

Packages are received daily by the Front Desk and/or Concierge and are scanned into our package system. The package system will send out automated notifications to the method selected below. If this form is not filled out and returned to the management office, the owner/resident will not be informed of any package arrival.

Please note that packages will only be received by the Front Desk and/or Concierge on behalf of registered residents. Packages delivered for non-registered residents will be refused and returned by the Front Desk and/or Concierge staff.

**The association at its discretion reserves the right to refuse any packages.
(Perishable items, food, flowers, oversize items, etc...)**

<u>PREFERRED METHOD OF CONTACT</u>	
<input type="checkbox"/> Text Message <input type="checkbox"/> Email <input type="checkbox"/> Both	
Owner/ Resident Name/s:	Owner/ Resident Name/s:
Phone Number for Text Message:	Phone Number for Text Message:
Email Address:	Email Address:

Guidelines for Parcels

1. Any and all furniture deliveries must be received by the owner/resident or their personal agents. The Association will never take delivery of furniture for the Unit(s)
2. The limitation on size is **24x24x24**, and must be less than **25 Lbs.**
3. Packages at the Front Desk after **3 days** will be returned to sender.

By signing below, I acknowledge that I have read and understand the above condominium policy on packages.

Owner/ Resident: _____ Date: _____
(Signature)

**PET REGISTRATION**

*Please fill this form per pet

*Maximum 2 pets per unit: Weight Restrictions: 1 Pet Max Weight 60 lbs / Max Combined Weight 80 lbs

Date: _____

Building: **Four Midtown Miami Condominium** Unit #: _____☐ Not Applicable (Please sign below)

Resident/ Pet Owner's Name: _____

Type of Pet: Dog Cat Bird Other: _____
(Circle One)

Pets Name: _____

Age: _____ Weight: _____ lbs. Gender: _____

Breed: _____ Color: _____

Along with this form, the following items **MUST** also be included:

- ☐ Recent picture of pet
- ☐ Updated Veterinarian vaccine records, including rabies records
- ☐ Pet Fee (\$300 1st Pet, \$150 2nd Pet)

Acknowledgment & Agreement:*I/we am/are aware of my Associations policy on pets and all the restrictions therein and hereby agree to abide by them.**I understand that all pets must be weighted and registered at the association office. Once the pet has been approved, an ID Tag will be issued. Pets must be kept on a leash with the ID Tag visible at all times. Pets will be subject to random inspections. If any pet is found unregistered on the premises, a fine of \$1000.00 will be imposed to the resident.*Owner/ Resident Name: _____
(Print)Owner/ Resident: _____
(Signature)**FOR OFFICE USE ONLY:**

Date: _____ Verified By: _____

Pet Weight: _____



PET ACQUISITION AGREEMENT

**(MUST BE SIGNED BY ALL APPLICANTS WITH
NO PETS)**

I, _____ as renter/tenant of unit # _____

Do not have any pets living in the specified unit. I, _____ agree and understand that if in the future I desire to bring a pet to live in my unit I must:

1. Comply with the Condominium Rules & Regulations pertaining to pets.
2. Register the pet at the **FOUR MIDTOWN MIAMI CONDOMINIUM ASSOCIATION, INC.** Management Office by completing the appropriate forms and submit the required Documentation and fees as provided for the Association Documents.

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Resident Name(s) _____

Resident Signature: _____



PET RULES AND REGULATIONS

Dogs and cats shall not be permitted outside of their owner's Unit unless attended by an adult and on a leash not more than six (6) feet long. Said dogs and cats shall only be walked or taken upon those portions of the Common Elements designated by the Association from time to time for such purposes. In no event shall said dog or cat ever be allowed to be walked or taken on or about any recreational facilities contained within the Condominium Property. Pets shall only be in the hallways of the building as a means of direct ingress or egress to and from its Owner's Unit and the elevator.

PET POLICY

- (a) **All pets must be registered with condominium association management office.**
- (b) **Maximum 2 Pets per unit: Combined weight of 80 lbs Max; where the 1st Pet Max is 60 lbs.**
- (c) **Pets are only allowed in the common areas for ingress and egress purposes.**
- (d) **Pets shall only be in the hallways of the building, elevator lobby and parking as a means of direct ingress or egress to and from its Owner's Unit.**
- (e) **All pets must be on a leash at all times.**
- (f) **Pets are not to cause nuisance to any surrounding neighbors.** This includes excessive barking within the unit or in any of the common areas.
- (g) **Pets are not to be left unattended on balconies, terraces, and/or patios.**
- (h) **Unit balconies, terraces, patios are not to be used as a pet waste facility.** Do not sweep any feces off your balcony and this is a nuisance to all below neighbors.
- (i) **Pet owners are responsible to pick up all waste/feces caused by their pets and dispose of it immediately.** This includes both the exterior and interior of the building such as the elevator, lobby corridors and/or parking garage. Management has installed doggy stations for the convenience of all pet owners.
- (j) **Pets with aggressive tendencies towards other pets, residents and /or staff may be subject to legal request of permanent removal from premises.**

You are responsible to provide the Association office with a yearly updated report. For your protection, it is recommended that you ask your insurance agent about adding liability pet coverage to your Homeowner's insurance Or Renter's Insurance policy. Please attach a copy of the policy.

Please note that Four Midtown Miami Condominium is currently a "Pet Friendly" community. Violating any of these Pet Rules and Regulations may result in a fine, but may also cause the board to reconsider the current pet restrictions. Be courteous to your neighbors and other residents in our community.



PET RULES AND REGULATIONS **ACKNOWLEDGMENT**

By signing below, I acknowledge that I have read and received the **Pet Rules and Regulations** of the condominium. I understand that as resident of **FOUR MIDTOWN MIAMI CONDOMINIUM**, I am responsible to follow and abide all the Pet Rules and Regulations set forth.

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Resident Name(s) _____

Resident Signature: _____



NEW MOVE-IN/ MOVE-OUT/ DELIVERY ELEVATOR RESERVATION PROCEDURES

**** Residents please keep this copy for your records ****

1. All move-ins, move-outs and deliveries **MUST** be scheduled at least **10 days** in advance with the Management Office to take place **Monday through Friday**, between the hours of **8:00AM and 4:00PM**. The Management Office and its affiliates shall have the authority to prohibit any moves that have not been properly scheduled and authorized.
2. In order to schedule and reserve an elevator for a move or delivery, the resident must contact the Management Office with the desired date and time of the reservation at least **10 days** prior to the desired date. All moving dates are available on a "first reserved" basis. Each move will be reserved for (1) three-hour and a half (3 hours 30 minutes) time frame only.
3. All move-ins, move-outs and deliveries require a refundable security deposit of **\$500.00 (Limited to #5)** and/or a **Certificate of Insurance** from any 3rd party (Moving/Delivery Company) with **Four Midtown Miami Condominium** as additional insured.
4. All fees must be paid by certified funds (Cashier's check or money order) and made payable to the order of **Four Midtown Miami Condominium**.
5. Upon the completion of the move-in, move-out or delivery and depending if the inspection reveals that no damages have been made to the property, the security deposit shall be returned to the resident within **3 business days**. If the inspection reveals that damages have been made, the Security Deposit will be refunded within 30 days after your move. Deductions from the Security Deposit will be made for (1) any damage to common areas (actual cost of repairs), (2) clean up of debris (per hour cost of maintenance personnel) and/or (3) moves that occur or extend beyond the permitted hours (**\$100 per hour or for any fraction thereof**).
6. Prior to move-in, move-out, or delivery beginning, the resident and an employee from the Management Office will inspect the moving route and report any existing damage(s) observed during the inspection.
7. After the move-in, move-out, or delivery has been completed, the resident and an employee from the Management Office will inspect the moving route once again to ensure that no additional damage(s) have been made to the common areas.
8. All residents moving-in, moving-out or having a delivery made will be liable for all costs incurred by the Association in repairing any damage to or performing any cleanup of the common areas, including disposal of any trash that results from a move or delivery, such as boxes.
9. Residents must also remove all furniture, trash and other personal items from their unit and the common areas. Residents are prohibited from placing furniture of any kind, cardboard boxes, or any moving materials in the corridor, trash chute or trash chute area.
10. All cardboard boxes, packing crates, debris, large items and other moving materials must be placed in the appropriate trash containers located on the ground floor of the loading dock. All boxes must be broken down and pleated before placing them in the dumpsters. All residents are responsible for cleanup.
11. Residents are prohibited from using other elevators and entrances other than those designated for the move-in, move-out or delivery. Moving items through the lobby or parking garage is strictly prohibited. Disposal of furniture in the dumpster is **PROHIBITED** unless prior arrangements are approved, in which an additional fee may apply. Failure to comply will result in an automatic deduction from the security deposit on file.
12. PODS, storage containers, etc. that require to be dropped off on the premises and picked up at a later time are **prohibited**. Four Midtown Miami's loading dock is limited in storage/space and must accommodate all other residents.



NEW MOVE-IN/ MOVE-OUT/ DELIVERY
ELEVATOR RESERVATION PROCEDURES
ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and received the New Move-In/
Move-Out/Delivery Elevator Reservation Procedures.

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Resident Name(s) _____

Resident Signature: _____



Pool Deck Rules & Regulations

For the health, comfort, and general welfare of all residents of Four Midtown, management staff and our security guards will be enforcing all the Rules & Regulations of the Pool/Spa area, including the following:

- Pool deck is open from **6 AM** to **10 PM**. All access doors to the pool deck are locked at 10:00 PM.
- Pool deck is for the sole use of residents and their guests. Maximum of two (2) guests per unit at the pool deck at any given time. All pool and spa guest must be accompanied by a resident at all times.
- No food or beverages are allowed within 4 feet of the pool/spa.
- No glass beverages or glass containers allowed anywhere on the pool deck or in the pool or spa.
- Persons under the influence of alcohol shall not use the pool, spa or pool deck.
- No loud music on pool deck that may be a nuisance or disturbance to other residents.
- No filming, photography or recording of any sort on the pool deck.
- No smoking in the pool, spa or on any of the pool furniture. Smokers may use the designated smoking area by the disposal canisters. Cigarettes and other tobacco products must be disposed of in the approved canisters.
- Appropriate bathing attire must be worn at all times while on the pool deck.
- Children under the age of 14 must have adult supervision at all times.
- Children are not allowed in the Spa at anytime.
- Per health laws, Children must be toilet trained or wearing swimming diapers in order to use the pool.
- For safety and protection of others using the pool or spa, persons with skin abrasions, colds, inflamed eyes, contagious conditions or infections, or wearing bandages are not to use the pool.
- No Diving, ball throwing, running, pushing, wrestling, jumping, rough playing, skateboarding or any other sport related activity is allowed in or about the pool, spa or on the pool deck.
- No animals on the pool deck, in the pool or spa. Service dogs must be approved and registered with the association prior to entering the pool deck. Service dogs are not to be a nuisance or disturbance to any resident. Service dogs are not to be in the pool, spa or on any of the pool furniture. Service dogs must have identifying vest on pool deck. Grass areas/planters on pool deck are not to be used by service dogs at any time.
- Residents or guests must place a towel(s) before sitting or laying on any of the pool furniture. Sun block and tanning Oils damage the fabric. Those without towels will be asked to place a towel before continuing to use any of the pool furniture.
- Residents may not reserve seats/furniture or block off any area of the pool. Seats are available on a first come first serve basis.
- Pool Deck is not to be used for parties or gatherings. Limit of two (2) guest per unit.
- Residents using the pool/spa must clean up the space they have occupied before leaving the poolside; removing all personal belonging, towels, wrappers, cups, papers, etc. This includes placing pool furniture back to its original position.
- Shower before entering pool or spa. Oils, body lotions, and/or minerals are prohibited in the pool and spa.

Residents are solely responsible for their guests and their actions. Residents that refuse to follow any of the above rules and regulations will be fined and may lose any pool deck privileges.



POOL DECK
RULES AND REGULATIONS
ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and received the **POOL DECK** Rules and Regulations of the condominium. I understand that as resident of **FOUR MIDTOWN MIAMI CONDOMINIUM**, I am responsible to follow and abide all the Rules and Regulations set forth.

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Owner/ Resident Name(s): _____

Owner/ Resident Signature: _____



GYM RULES & REGULATIONS

1. Please understand that the use of this facility is at your own risk.
2. This facility is available for the sole use of residents of Four Midtown Miami Condominium.
3. Proper gym attire and a workout towel are required at all times. No bathing suits, bare feet, any sort of sandals/flip flops, or jeans.
4. For cardio equipment, 30 minute limit if other residents are waiting. Allow others to work-in on all other gym equipment.
5. Turn off TV on cardio equipment after use.
6. Please wipe down all equipment and machines after each use.
7. No food or beverages allowed unless in a capped bottle.
8. No smoking.
9. No pets.
10. No radios, CD players, or sound devices permitted. Gym users must use earphones when listening to music.
11. Do not lean on mirrors.
12. Please return all weights to the racks and other gym equipment to the designated areas after each use.
13. Do not drop, bang or throw weights.
14. Weights, stability balls, and all other gym equipment **MUST** remain inside the gym at all times and may **NOT** be taken out of the gym.
15. Residents may use a personal trainer of choice. It is required that all personal trainers be approved and registered with the association prior to gaining access to the gym.
16. Children under the age of 16 are not allowed in the gym without adult supervision.
17. Be courteous and respectful to others.





GYM
RULES AND REGULATIONS
ACKNOWLEDGMENT

By signing below, I acknowledge that I have read and received the **GYM** Rules and Regulations of the condominium. I understand that as resident of **FOUR MIDTOWN MIAMI CONDOMINIUM**, I am responsible to follow and abide all the Rules and Regulations set forth.

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Owner/ Resident Name(s): _____

Owner/ Resident Signature: _____



CONSTRUCTION/ ALTERATIONS/ MODIFICATIONS/
REPAIRS
PROCEDURES
ACKNOWLEDGMENT

By signing below, I acknowledge that in order to conduct any type of construction, alteration, modification or repair of any sort within my unit, I must contact the management office with prior notice, vendor/contractor must provide all required documentation as well as a Certificate of Insurance with Four Midtown Miami Condominium added as additional insured.

I understand that as a unit owner/ resident of *FOUR MIDTOWN MIAMI CONDOMINIUM*, I am responsible to follow and abide all the Rules and Regulations set forth.

Building: **Four Midtown Miami Condominium**

Unit # _____ Date: _____

Owner/ Resident Name(s): _____

Owner/ Resident Signature: _____



SAMPLE OF CERTIFICATE OF INSURANCE

- ☐ A copy of the Certificate of Insurance is required from all companies conducting deliveries, move in/out or vendors performing any type of work within the condominium and unit.
- ☐ Please send Certificate of Insurance to the Management Office via email to Fourmidtownadmin@akam.com
- ☐ Management must receive the certificate at least 48 hours prior to delivery, move-in, etc. in order for any vendor to be granted access into the condominium.
- ☐ The Certificate must include Four Midtown Condominium Association as Certificate Holder AND as an additional insured party.
- ☐ Worker's Comp Exemptions ARE NOT accepted.

ACORDTM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 2019	
PRODUCER INSURANCE COMPANY, INC. 1234 1ST AVE SOMEWHERE, FL 12345				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED BUSINESS COMPANY, INC. 5678 2ND AVE SOMEWHERE, FL 12345				INSURERS AFFORDING COVERAGE		NAIC #	
				INSURER A			
				INSURER B			
				INSURER C			
				INSURER D			
				INSURER E			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS			
A GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> primary non-contributory (GENERAL AGGREGATE LIMIT APPLIES PER POLICY) <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO <input type="checkbox"/> AGG <input type="checkbox"/> LOC	*Required			EACH OCCURRENCE	\$	1,000,000	
				PRODUCTS COMPLETED OPERATIONS (EXCLUDED)	\$	100,000	
				MED-EXP (Any one person)	\$	5,000	
				PERSONAL & ADV INJURY	\$	1,000,000	
				GENERAL AGGREGATE	\$	2,000,000	
				PRODUCTS - COMPOUND	\$	2,000,000	
B AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	*Required			COMBINED SINGLE LIMIT (EA-ACCIDENT)	\$		
				BODILY INJURY (Per person)	\$		
				BODILY INJURY (Per accident)	\$		
				PROPERTY DAMAGE (Per accident)	\$		
C BARRELIER LIABILITY <input type="checkbox"/> ANY AUTO	*Required			AUTO ONLY - EA-ACCIDENT	\$		
				OTHER THAN AUTO ONLY - EA-ACC	\$		
				AUTO ONLY - AGG	\$		
D EXCESS UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> DEDUCTIBLE RETENTION \$10,000	*Required			EACH OCCURRENCE	\$	10,000,000	
				AGGREGATE	\$	10,000,000	
					\$		
					\$		
					\$		
E WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ANY EMPLOYEE(S) OR CONTRACTOR(S) OR OFFICER(S) UNDER EMPLOYMENT? (If yes, describe under SPECIAL PROVISIONS below)	*Required			EA EACH ACCIDENT	\$	1,000,000	
				EA DISEASE - EA EMPLOYEE	\$	1,000,000	
				EA DISEASE - POLICY LIMIT	\$	1,000,000	
A OTHER Employee dishonesty/crime	*Required			LIMIT -	\$	50,000	
DESCRIPTION OF OPERATION(S), LOCATION(S), VEHICLE(S), EXCLUSIONS ADDED BY ENDORSEMENT, SPECIAL PROVISIONS FOUR MIDTOWN MIAMI CONDOMINIUM ASSOCIATION INC. is included as an additional insured with respects to general liability when required by written contract.							
*Required							
CERTIFICATE HOLDER Four Midtown Miami Condominium Association, Inc. 3301 NE 1st Avenue Miami, FL 33137				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURED, ITS AGENT(S) OR REPRESENTATIVE(S). AUTHORIZED REPRESENTATIVE			
*Required							