

THE CROSBY

Application for Occupancy (Unit #:_____)

Checklist

1. The application must be filled out completely (***Omissions or ineligible entries will be treated as incomplete and the application will not be processed.***)
2. A copy of a valid government-issued identification must be submitted by all prospective occupants with the application.
3. A copy of the executed lease agreement must be submitted with the application.
4. *A **security deposit** equal to **one (1) month's rent**, in the form of a **cashier's check or money order** made payable to **The Crosby Miami Worldcenter Condominium Association, Inc.**, must be submitted to the Association at the time of application.
****The security deposit will be returned to the remitter of the check provided (NO EXCEPTION).***
5. A copy of a valid vehicle registration and vehicle insurance (if any) must be submitted with the application.
6. A recent picture of the pet (if any) and a copy of the vaccine records.
7. Building access FOBs are \$50.00 per person listed in the executed lease agreement.

Only cashier's checks or money orders can be used as forms of payment.

No Cash is accepted.

Lease Application Process:

- ❖ The lease application can take up to 14 business days to process.
- ❖ Once the application has been processed and accepted, the Management Office will send an email to the prospective tenant(s).
- ❖ Before moving in tenants must attend an orientation at the Management Office.
- ❖ Building Access will be granted after completion of the orientation.

Applicant(s) Contact Information – (Please print clearly)

- NAME: _____
- TELEPHONE: _____
- EMAIL: _____

THE CROSBY

LEASE APPLICATION PACKAGE

The following are steps that need to be followed to lease a Unit:

1. Prospective tenants must fill out all forms completely. All information required must be provided. Applications will **not** be processed if not **fully completed**.
2. The lease application must include A copy of the fully executed lease agreement and signed lease addendum.
3. A copy of a valid government-issued I.D. of all prospective tenants over the age of 18.
4. A **security deposit** equal to **one (1) month's rent**, in the form of a **cashier's check or money order** made payable to The Crosby Miami Worldcenter Condominium Association, Inc., must be submitted to the Association at the time of application.
❖ ***Upon written request to the Association and after the move-out has been completed, this security deposit will be returned by Florida Landlord and Tenant Law to the remitter on the deposit received.***
5. Please allow up to fourteen (14) days for the application to be processed. The completion of this package is your responsibility. Please submit it as soon as possible.
6. If a unit is leased to a corporation, an officer of the corporation must be the one occupying the unit, and their name, along with a valid photo I.D. must be included in the application. Should there be a change in officers, a new lease agreement must be provided, and an acceptance letter must be requested. New applicant(s) is/are subject to abide by all applicable rental restrictions.
7. **ALL** items above must be met, including **ALL** required deposits, to initiate the application process.

Lease Application Checklist

Unit Owner: _____ Unit: _____

Applicant Name(s): _____

Lease Term: _____ to _____ Lease Amount: \$ _____

Please mark items submitted:

Lease Application Package _____

Copy of Lease Agreement _____

Copy of I.D. (s) _____

Association Security Deposit - Refundable upon Move-Out _____

Name: _____ Signature: _____ Date: _____
Lessee (Applicant) Lessee (Applicant)

Name: _____ Signature: _____ Date: _____
Lessee (Co-Applicant) Lessee (Co-Applicant)

Name: _____ Signature: _____ Date: _____
Lessor (Unit Owner) Lessor (Unit Owner)

THE CROSBY

LEASE APPLICATION AND ACKNOWLEDGEMENT AGREEMENT

To the Board of Directors:

I/We agree to provide to the lessee a copy of The Crosby Miami Worldcenter Condominium Association, Inc., occupying the unit by the purchaser or lessee.

I/We will be bound by the Declaration of Condominium, By-Laws, Articles of Incorporation, and the Rules & Regulations of the Condominium Association.

For you to facilitate consideration of my/our application for the lease of the above-designated unit, I/We have caused the proposed lessee to complete the attached Application. I/We consent that you may have further inquiries concerning this application, particularly of the references given below.

I/We have attached hereto a Copy of the Lease Contract or other documents which truly and accurately sets forth the terms of the offer that I/we wish to accept.

I/We agree that Lessee shall not move in unless pre-registered with the Association.

Dated: This _____ Day of _____, 20_____

Owner Signature: _____

Owner Name: _____

Unit Number: _____

THE CROSBY

LEASE APPLICATION AND ACKNOWLEDGEMENT AGREEMENT

To the Board of Directors:

I/We agree to read, understand, and comply with the The Crosby Miami Worldcenter Condominium Association, Inc Declaration, By-Laws, Articles of Incorporation, and Rules & Regulations, before the occupancy of the unit, provided by the Landlord.

I/We will be bound by the Declaration of Condominium, By-Laws, Articles of Incorporation, and the Rules & Regulations of the Condominium Association.

For you to facilitate consideration of my/our application for the lease of the above-designated unit, I/We have completed the attached Application. I/We consent that you may have further inquiries concerning this application, particularly of the references given within the attached package.

I/We have attached hereto a Copy of the Lease Contract or other documents which truly and accurately set forth the terms of the offer that I/we wish to accept.

I/We agree not to move in unless pre-registered with the Association.

Dated: This _____ Day of _____, 20_____

Tenant Signature: _____

Tenant Name: _____

Unit Number: _____

THE CROSBY

APPLICATION TO LEASE

Date: _____

Name of Applicant(s)

Address

Unit Number

Name of Real Estate Agent Handling Lease

Telephone #

E-Mail Address

THE FOREGOING IS TO INFORM APPLICANT (S) OF THE PROCEDURES FOR APPLICATIONS FOR LEASE APPROVAL SO THAT HE/SHE CAN PLAN ACCORDINGLY. Please sign and return this form with your application and ATTACH A COPY OF DRIVER'S LICENSE OR VALID PASSPORT.

1. Processing an application requires time and **may take up to fourteen (14) days.**
2. Your completed lease application package will be forwarded to the Association's Board of Directors for review.
3. Please attach a copy of the lease agreement and a copy of the applicant's driver's license or passport.
4. Prospective tenant(s) must complete this application for occupancy in detail. Processing of this application will begin after all required forms have been completed, signed, and submitted to the Association.
5. **Occupancy before final review is prohibited.**

Thank you for your cooperation and understanding.

ACKNOWLEDGEMENT AND ACCEPTANCE OF ASSOCIATION RULES & REGULATIONS

I hereby agree for myself and on behalf of all persons who may use the Unit which I seek to lease that we will abide by all the restrictions contained in the By-Laws, Rules and Regulations, Condominium Documents and restrictions of The Crosby Miami Worldcenter Condominium Association, Inc.

Signature of Applicant: _____

Signature of Spouse/Roommate: _____

The above-signed acknowledges that the Association, or Agent assigned by the Association, may investigate the information provided by the above-signed and agrees that a full disclosure of any information mentioned herein including residential, employment, bank information, personal and credit-related may be made to the Association.

THE CROSBY

APPLICANT INFORMATION FORM

Note: This application will not be processed if all questions are not answered.

Applicant Name: _____

Birth Date

Driver's License #/Passport #

Social Security #

Marital Status

Telephone #

Work Telephone #

E-mail Address

Spouse/ Co-Applicant Name: _____

Birth Date

Driver's License #/Passport #

Social Security #

Marital Status

Telephone #

Work Telephone #

E-mail Address

Total Number of Occupants

of Occupants Over 18

of Occupants Under 18

Children's Names and Ages

Residence History: Current Address

☐ Own

☐ Rent

How long? _____

Monthly Payment Amount: _____

Name of Present Landlord/Mortgage Lender

Telephone Number

Emergency Contact Information

In case of emergency notify: _____

Name

Telephone

Secondary contact: _____

Name

Telepho

THE CROSBY

PARCEL RECEIPT AUTHORIZATION

This Release, Indemnity and Hold Harmless Agreement ("Release") is executed on this ____ day of _____, by The Crosby Miami Worldcenter Condominium Association, Inc. (the "Association") and _____ the Owner(s) and/or Resident(s) of Unit # _____ located in The Crosby, Florida ("Owners/Residents").

In consideration for being permitted the accommodation and benefit of collecting and/or retrieving mail, and other property, including but not limited to keys, packages, deliveries, parcels, clothing and any other items (the "Property") with the Association's, administration, front desk personnel, maintenance, or any agent, employee, or contractor of the Association, including but not limited to security, valet, and/or housekeeping personnel engaged by the Association, or any other personnel (collectively referred to as the "Personnel") for pick-up, delivery, or for any reason whatsoever, the undersigned acknowledges that neither the Directors, Officers, nor the Personnel will be held responsible, in any way, from and against all claims, damages, losses and expenses, including attorneys' fees at both the trial and appellate level, arising out of any claims for loss, theft, damage, disappearance, and/or destruction of the Property, either in whole or in part, by any negligent act or omission of the Personnel.

I hereby acknowledge that the Personnel are authorized to accept, receive and/or deliver Property on my behalf at my sole risk. The Association, its directors and officers, and the Personnel, specifically disclaim any responsibility or liability for loss, theft, damage, or disappearance to the Property received from or accepted on behalf of the Owners, Residents, and the undersigned Owners/Residents hereby release the Association, its directors and officers, and the Personnel, from any responsibility of liability for loss, theft, damage, or disappearance to the Property and waive any claims which may arise there from.

I have read this release and understand all its terms. I executed it voluntarily and with full knowledge of its significance. IN WITNESS WHEREOF, the undersigned have executed this release the day and year set forth above.

Signed this ____ day of _____

THE CROSBY MIAMI WC CONDOMINIUM ASSOC.:

Name Printed: _____

Signature: _____

Title: _____

UNIT OWNER / RESIDENT:

Name Printed: _____

Signature: _____

Unit Number: _____

THE CROSBY

PARKING/VEHICLE REGISTRATION

First Name Middle Name Last Name Unit #

Contact Phone # Parking Space Number(s):

Alternative Phone #

Email

Vehicle 1:

Year (approximate) Make Model Color

State License Plate Valet Access Device

Vehicle 2:

Year (approximate) Make Model Color

State License Plate Valet Access Device

****To complete the vehicle registration, please provide a copy of each vehicle's registration, valid insurance information, valid driver's license or Florida-issued identification card.**

The Association will only register one vehicle per assigned parking space to the unit.

Signature

Date

For Office Use Only

Copies	Date Received:	Received By:
Vehicle Registration(s)		
License		

THE CROSBY

PET REGISTRATION

Resident Name: _____

Unit #: _____ Phone Number: _____

Pet 1:

Type of Pet (please circle one): Dog Cat Bird Other

Pet's Name: _____ Pet's Date of Birth: _____

Breed: _____ Color: _____ Weight: _____ Age: _____ Sex: _____

Pet's License/Tag Number: _____ Expiration Date: _____

Pet 2:

Type of Pet (please circle one): Dog Cat Bird Other

Pet's Name: _____ Pet's Date of Birth: _____

Breed: _____ Color: _____ Weight: _____ Age: _____ Sex: _____

Pet's License/Tag Number: _____ Expiration Date: _____

******* Please attach a recent photo of pet(s) to this form along with a copy of vaccine records *******

A maximum of two (2) domesticated pets may be maintained in a unit. Pets must always be carried when on the Common Elements located within the building and always kept on a leash in designated areas. Under no circumstances are pets allowed in the Lobby, Club Lounge, Movie Theater, Fitness Center, Indoor Garden, Coworking Lounge, Meeting Rooms, Pool, Pool Deck area, or Spas. All pets being transported to and from a Unit shall only use the service elevator. A Resident with a pet may not enter or occupy a passenger elevator unless the service elevator is nonoperational. In such event, a Resident with a pet may not enter or occupy a passenger elevator if presently occupied by a person requesting that the pet remain outside of the passenger elevator.

I am aware of The Crosby Miami Worldcenter Condominium Association rules, regulations, and restrictions regarding pets on the property and agree to abide by them.

Signature: _____ Date: _____

THE CROSBY

MOVE IN/OUT AND DELIVERY POLICY

All move-ins, move-outs, and deliveries must be scheduled with the Management Office. Please contact the Management Office at (786) 220-3725.

Notice for move-ins and move-outs must be given at least 2 weeks before scheduling a reservation for the service elevator. Please re-confirm your move-in/out and large deliveries 1 week in advance. **All other small deliveries not requiring more than 1 elevator trip must be scheduled at least 24 hours in advance.** Reservations are made on a first-come, first-serve basis. **Only one (1) Unit will be permitted to reserve the service elevator for up to four (3) hours (either 9:00 a.m.-12:30 p.m. or 1:00 p.m.-4:30 p.m.) with a maximum of two (2) Units allowed to perform a move per day. The reservation is not exclusive.** Moves must be 100% completed and their corresponding delivery vehicle(s) removed from the premises no later than 1:00 pm or 5:00 pm, respectively. Deliveries, including move-ins, are only permitted Monday through Friday between the hours of 9:00 am to 4:30 pm. **Please note that the service elevator may have possible unscheduled shutdowns. The association will not be held responsible for any fees, charges, or costs associated with the move-in/out or deliveries. In the event the previous statements were to occur please have alternative arrangements for storage of personal contents and commercial vehicles off-site. Weekend deliveries and/or moves are not permitted.**

Moving companies must provide proof of liability insurance with a minimum coverage limit of **One Million Dollars (\$1,000,000.00)**. The following page (9) provides the insurance requirements for any move-in/move-out/deliveries.

If any damage occurs, the Association, and its management agents, in their sole discretion, will charge the Unit Owner's assessment account for any damage-requiring repair.

Commercial vehicles are permitted to park in designated areas only and **must not** park anywhere on the main entrance driveway, block the garage entrances, or exits, or obstruct any parking areas. **Any assembly work must be performed inside the apartment or off-premises. The common areas are not available as a work area for delivery persons. All personnel must be off-site by 4:30 p.m.**

All pallets, boxes, and packing materials (bubble wrap, foam, shrink wrap, etc.) must be removed by delivery personnel. Boxes can be disposed of by being broken down and brought to the trash room on the ground level. No disposal of any packing materials is permitted on your floor or down the trash chute. Please call the Front Desk if you need directions or assistance with the disposal of boxes and packing materials.

Management reserves the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-ins, move-outs, and deliveries. Please contact the Management Office if you require additional assistance.

MOVE IN DATE: _____

MOVE IN TIME: _____

Resident Signature

Date

THE CROSBY

KEY POLICY

1. The Management Office will not open or provide access to your unit for insurance and liability reasons. Private arrangements should be made to provide access to service personnel, family, assignees, employees, relatives, guests, or individuals of any kind.
2. We recommend residents to make arrangements with friend(s) or neighbors for access. The Association assumes no liability or responsibility to provide access or open units.
3. The Master key maintained by the Association will ONLY be used in the event of an emergency.

I, _____, resident of unit # _____ hereby acknowledge receipt of the key policy for The Crosby Miami Worldcenter Condominium Association.

Signed this _____ day of _____

THE CROSBY MIAMI WC CONDOMINIUM ASSOC.:

Name Printed: _____

Signature: _____

Title: _____

UNIT OWNER / RESIDENT:

Name Printed: _____

Signature: _____

Unit Number: _____

THE CROSBY

Release, Indemnification and Hold Harmless Agreement.

THIS RELEASE AND HOLD HARMLESS AGREEMENT ("Release") IS EXECUTED THIS ____th____ DAY OF _____ BY THE UNDERSIGNED OWNER(S) OR LESSEE(S) WHO RESIDE AT UNIT _____ LOCATED IN The Crosby Miami Worldcenter Condominium Association (The "Association"). Whereas, the Association will permit the undersigned to engage contractors and vendors including all those working by, through, or under them (the "Personnel") to perform work within the undersigned's Unit subject to the terms and conditions set forth herein.

The contractor must submit a copy of all applicable licenses along with a current certificate of insurance for Worker's Compensation insurance ID accordance with applicable law and Occupational Disease insurance (exempt certificates are not permitted), Comprehensive and Commercial General Liability and Automobile Liability insurance with a combined bodily injury and property damage with minimum coverage of at least \$1,000,000.00 per occurrence/aggregate (the general liability policy must include: (i) coverage for the operations performed by the construction managers, contractors, subcontractors, and by vendors, (ii) a broad form hold harmless provision, (iii) blanket contractual liability insurance covering all written contracts, (iv) broad form property damage, (v) incidental malpractice, (vi) personal injury, (vii) employees as additional insured) listing The Crosby Miami Worldcenter Condominium Assoc.Inc, DT G BLOCK, LLC., (the "Developer"), its employees and/or agents, jointly and severally as additional insured, using broad form language that provide that such coverage are primary and noncontributing, shall contain policy provisions and exclusions reasonably satisfactory to the Association and DT G BLOCK, LLC.. and shall provide that the Association and DT G BLOCK, LLC. are not responsible for premiums. Licensed and insured individuals and companies may be rejected from the building if, in the opinion of the Board of Directors, such entities/individuals are unreliable, unsafe or establish a pattern of violating the Associations' rules and standards.

Now, therefore, in consideration for being permitted the benefit of allowing the Personnel to perform work within the undersigned's Unit and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned specifically agree to the following:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The undersigned acknowledge that the work performed by such Personnel within their Unit shall be at the undersigned's sole risk and neither the Association, nor DT G BLOCK, LLC. shall have any responsibilities or liability for the work performed by such Personnel and further acknowledge and agree that neither the Association, nor DT G BLOCK, LLC... has made any representations regarding the Personnel's ability or qualifications to perform the work.
3. The undersigned acknowledges and agrees that the work performed by such contractor or vendor within their Unit shall be at the undersigned's sole risk and the Association or DT G BLOCK, LLC.....shall not have any responsibilities or liability for the work performed by such contractor or vendor and further acknowledge and agree that the Association nor DT G BLOCK, LLC.....has made no representations regarding the contractor or vendors ability or qualifications to perform the work.
4. The undersigned (jointly and severally of more than one) hereby release, defend, indemnify and hold harmless the Association DT G BLOCK, LLC, and their directors, officers, agents and employees, lessees' guests and invitees and all members of the Association., and DT G BLOCK, LLC. from and against all claims, damages, losses and expenses including attorney's fees, at both the trial and appellate level, arising out of or resulting from the contractor or vendor's entry to the undersigned's Unit and the work performed by, through and under them. The indemnification shall extend to all claims and damages, including consequential damages, losses and expenses attributable to bodily injury, death, or to damages, theft or injury to and destruction of real or personal property' including loss of use arising out of or resulting from the work performed by the contractor or vendor and entry into the undersigned Unit.

This authorization is executed on this ____ day of _____

THE CROSBY MIAMI WC CONDOMINIUM ASSOC.:

UNIT OWNER / RESIDENT:

Name Printed: _____

Name Printed: _____

Signature: _____

Signature: _____

Title: _____

Unit Number: _____

THE CROSBY

PROTECTION OF ASSOCIATION PROPERTY AND LIMITED COMMON ELEMENTS

I/we understand and are aware that the building's hallways/corridors and most common areas at THE CROSBY MIAMI WORLDCENTER CONDOMINIUM have been completed.

I/we understand that all Owners, Tenants, Guests, Contractors and Vendors are responsible for protecting the walls, ceilings, doors, floors, elevators and other like common areas from damage or acts of vandalism. Please use extreme caution when transporting materials and/or equipment. It is important to note that the Association's Governing Documents establish provisions for Unit Owners to be back charged or fined for damage(s) to the property's common area(s) by Owners, Tenants, Guests, Contractors, and/or Vendors of the Unit Owner.

No storing, cutting of materials, or use of any machinery is allowed on balconies, common areas, hallways, or stairwells. Smoking is not permitted upon any common area, hallway, or stairwell.

Signed this ____ day of _____

THE CROSBY MIAMI WC CONDOMINIUM ASSOC.:

Name Printed: _____

Signature: _____

Title: _____

UNIT OWNER / RESIDENT:

Name Printed: _____

Signature: _____

Unit Number: _____

THE CROSBY

ACKNOWLEDGEMENT OF RECEIPT OF RULES AND REGULATIONS FOR THE CROSBY MIAMI WORLDCENTER CONDOMINIUM ASSOCIATION, INC.

Unit Address: _____

Unit Owner/Tenant Name 1: _____

Unit Owner/Tenant Name 2: _____

Unit Owner/Tenant Name 3: _____

Unit Owner/Tenant Name 4: _____

By signing below, I/we acknowledge that on this date, I/we receive a copy of the Condominium Rules and Regulations for the above-referenced association. I/we agree to comply with all the rules and regulations.

Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____