

JADE BEACH

**LEASE APPLICATION
&
ORIENTATION PACKAGE**

JADE BEACH

LEASE APPLICATION POLICY

Any individual or Corporation desiring to lease a condominium unit at **Jade Beach Condominium** is required to submit to the Association the following items:

- ☐ Completed Lease Application & Orientation Package.
- ☐ Completed rental application form. Screening process may take up to 15 days from submittal of the application.
- ☐ Copy of **legible** fully executed lease contract
- ☐ Addendum to Lease signed by owner and lease applicant (If applicable)
- ☐ Legible copy of a valid picture ID (Driver's license, Passport, etc).
- ☐ Signed statement of acceptance of Rules and Regulations
- ☐ Unit lessee is required to pay \$100.00 per adult applicant or married couple, expenses in connection with processing the **screening application**.
- ☐ Must submit a **certified check in the amount equivalent to one month's rent** made payable to **Jade Beach Condominium** to be held as a refundable security deposit. Return of this deposit requires the lessee(s) respect the lease requirement, no damage to common elements by lessee, including the freight elevator and its proper use. Furniture shall be moved only in the freight elevator between the hours of 9:00 am and 4:30 pm, Monday – Friday, except holidays. Moving is prohibited on the weekends. Management will inspect the freight elevator and corridors after completion of the move. **Empty boxes and move-in garbage must be taken away by the movers.**
- ☐ Insurance requirements: unit owner must provide **proof of homeowner's insurance**; lessee must provide **proof of renter's insurance** that covers personal belongings of the lessee inside the unit. **Both owner's insurance and renter's insurance have to name Jade Beach Condominium Association as an Additional Insured. Proof of both owner's insurance and renter's insurance are required for application approval.**
- ☐ All moves will be contingent to the Association's approval of the lease and elevator availability.

IN ADDITION TO THE ABOVE, A CORPORATE TENANT WILL BE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION:

1. Proof of Incorporation
2. List of current officers and directors
3. Affidavit of Corporate responsibilities as to abiding by the Rules and Regulations and By-Laws of Jade Beach Condominium.

Once items 1 – 8 have been completed, please submit the entire package to **Jade Beach Condominium** to the Management office.

INCOMPLETE PACKAGE WILL NOT BE ACCEPTED AND THE APPROVAL PROCESS WILL BE DELAYED

An orientation will be arranged between the lessee(s) and the Management office prior to scheduling of move in.

Signed by Applicant	Date
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JADE BEACH

RESIDENT/IMMEDIATE FAMILY INFORMATION (CONFIDENTIAL)

Please list any additional residents/immediate family may be occupy the unit now or in the future.

Per the Rules and Regulations of Jade Beach Condominium Association Section IV

"Immediate family is hereby defined as Parents, Grandparents, Children, Grandchildren, Brothers, Sisters (and their respective families) of Owners and Lessees. The Association may require reasonable documentation to establish the relationship as described."

	<u>Print Name</u>	<u>Relationship</u>	<u>Phone number</u>	<u>Now</u> <u>Future</u> (Please select one)
1.	_____	_____	_____	☐ ☐
2.	_____	_____	_____	☐ ☐
3.	_____	_____	_____	☐ ☐
4.	_____	_____	_____	☐ ☐
5.	_____	_____	_____	☐ ☐
6.	_____	_____	_____	☐ ☐
7.	_____	_____	_____	☐ ☐
8.	_____	_____	_____	☐ ☐
9.	_____	_____	_____	☐ ☐
10.	_____	_____	_____	☐ ☐
11.	_____	_____	_____	☐ ☐
12.	_____	_____	_____	☐ ☐

PLEASE NOTE THE CRITICAL IMPORTANCE OF PROVIDING A COMPLETE LIST OF "IMMEDIATE FAMILY" THAT MAY OCCUPY THE UNIT NOW OR IN THE NEAR FUTURE. THE ASSOCIATION UTILIZES THIS INFORMATION AS ONE OF OUR TOOLS TO PREVENT SHORT TERM RENTALS. YOUR INITIALS BELOW INDICATE YOUR UNDERSTANDING THAT FAILURE TO PROVIDE A COMPLETE LISTING MAY DELAY OR PREVENT ACCESS BY A THIRD PARTY IN THE FUTURE DUE TO THE ASSOCIATIONS INABILITY TO VERIFY THE AUTHENTICITY OF RESIDENTS. NO CHANGES WILL BE ALLOWED AT A LATER DATE WITHOUT OFFICIAL PUBLIC RECORDS.

Initials: _____ **Date:** _____

I agree if any of the above information changes I will notify the Management Office in writing.

Signed	Date
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JADE BEACH

RESIDENT INFORMATION SHEET

Rental () Leasing Period: From _____ To _____

Permanent Resident () Secondary Resident ()

Name of Resident: _____ Unit #: _____

Mailing/Billing Address: _____

Home Telephone #: _____ (NE)(EM) Work #: _____ (NE)(EM)

2nd Home Tel #: _____ (NE)(EM) Cell #1: _____ (NE)(EM)

E-Mail Address #1: _____ (PRIMARY) Cell #2: _____ (NE)(EM)

E-Mail Address #2: _____ (SECONDARY) Fax #: _____

Emergency Contact: _____ Telephone #: _____

Emergency Contact relationship: _____

Does emergency contact have a key to your unit? YES () NO ()

Do you have pet(s) _____ What breed? _____ Pet's License/Tag#: _____

Please list all residents living in the unit

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

Assigned Parking Space(s): _____

Access Card – Key Fob No.: _____

Garage Transponder No.: _____

Are you or anyone in your household in need of special medical attention or have restricted mobility, which would require additional assistance in the event of an emergency?

YES () NO ()

Please explain special needs (i.e. oxygen, wheelchair, blind, deaf, etc.): _____

Signed: _____

JADE BEACH

PET REGISTRATION

Unit No.	Date
Legal Owner Name ("Owner")	(Circle one) Individual / Corp / LLC / Partnership

PET INFORMATION			
Name		TYPE (circle all applicable) Dog Cat Bird Other:	
Gender	Weight	License & Veterinarian Certificate	
Breed		Color	
Emotional Support ☐ If yes, you will be required to provide supporting documents Working Service Animal ☐ If yes, you will be required to provide supporting documents Pet ☐			
Description			
Please attach photo of pet here			

ACKNOWLEDGEMENT AND AGREEMENT	
I, _____ Owner of Unit # _____ hereby acknowledge that I understand pet restrictions as addressed in Section 17.3 of the Declaration of the Condominium of Jade Beach Condominium and on the Rules Regulations under Pets. I/we am/are aware Association rules, regulations and restrictions regarding pets on the Property and agree to abide by them. PLEASE BE ADVISED, AS PER OUR RULES AND REGULATIONS, TENANTS ARE NOT PERMITTED TO HAVE PETS IN UNIT.	
Signed	Date

JADE BEACH

JADE BEACH CONDOMINIUM RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Release, Indemnification and Hold Harmless Agreement ("Release") is executed this ____ day of _____, 20____ by the undersigned Owner(s) or Lessee(s) of Unit ____ located in JADE BEACH CONDOMINIUM_(the "unit").

WHEREAS, the undersigned specifically acknowledge that Association employees, agents or contractors ("Personnel") are not permitted to perform any maintenance or janitorial work within individual Units; and

WHEREAS, notwithstanding the foregoing, the Association will permit the undersigned to privately engage such Personnel to perform maintenance or janitorial work (the "Work") within the undersigned's Unit subject to the terms and conditions set forth hereinafter. The Work to be performed by such Personnel shall be limited solely to routine maintenance and janitorial services and shall not include any electrical or plumbing work or any work which must be performed by licensed contractors or requiring the issuance of a permit.

WHEREAS, the undersigned acknowledge that the Association is not willing to permit the Personnel to perform the Work without the benefit of this Release and that the Association's permission is provided as a courtesy and an accommodation to the undersigned as the Work is not part of the responsibilities or duties of the Association.

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 is 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 agree that any Work furnished by the Personnel within the undersigned's Unit will be performed by such Personnel as employees, contractors and/or agents of the undersigned at the undersigned's sole cost and expense and further acknowledge that the performance of the Work by the Personnel shall be deemed outside the scope of such Personnel's employment and duties for the Association and may only be performed outside of such Personnel's working hours for the Association.
3. The undersigned acknowledge that the Work performed by such Personnel within their Unit shall be at the undersigned's sole risk and the Association shall not have any responsibility or liability for the Work performed by such Personnel and further acknowledge that the Association has made no representations regarding the Personnel's ability or qualifications to perform the Work.
4. The undersigned agree not to assert any claims and hereby release, indemnify and hold harmless the Association, its directors, officers, members, agents and employees (the "Indemnified Parties") 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 Personnel's entry to the Unit and the performance of the Work. This indemnification shall extend to all claims and damages, including, consequential damages, losses and expenses.
5. Attributes to bodily injury, death and to damages, theft or injury to and destruction of real or personal property, including loss of use, arising out of or resulting from the performance of the Work by the Personnel and entry into undersigned's Unit. This Release shall extend even to those situations where the claims for damages to persons or property may be caused in whole or in part by any negligent act or omission of the indemnified Parties

JADE BEACH

RELEASE, INDEMNIFICATION AND HOLD AGREEMENT CONTINUED

6. The Association shall have the right to eliminate, limit or condition performance of the Works as the Board of Directors may reasonable determine from time to time in the exercise of its sole discretion.
7. The partial or complete invalidity of any one or more of the provisions of this Release shall not affect the validity or continuing force and effect of any other provision.
8. The undersigned acknowledge and agree that all provisions of this Release shall be binding on the undersigned as well as the undersigned's heirs, legal representatives and assigns.
9. The undersigned have read this Release and understand all of its terms and execute it voluntarily and with full knowledge of its significance.

Print Name

Signed

JADE BEACH

VEHICLE REGISTRATION

Unit No.	Date
Legal RESIDENT Name ("RESIDENT")	
Primary Resident/Occupant Name	

VEHICLE 1

Make	Model
Year/Color	Tag
Garage Number	State

VEHICLE 2

Make	Model
Year/Color	Tag
Garage Number	State

VEHICLE 3

Make	Model
Year/Color	Tag
Garage Number	State

ACKNOWLEDGEMENT AND AGREEMENT

I/we am/are aware of Association rules, regulations and restrictions regarding vehicles on the Property and agree to abide by them. Vehicles must be parked in assigned space(s) only. All unauthorized vehicles may be towed by the Association at the vehicle RESIDENT's expense.

There will be a \$100 monthly charge for every additional vehicle that exceeds the assigned parking spaces for the unit.

Signed	Date
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JADE BEACH

VEHICLE / VALET POLICY

All vehicles parking at Jade Beach must be properly registered and identified with a parking decal. After orientation, the parking decal will be provided for each vehicle registered with the Association. The decal must be placed on the bottom left side of your front windshield. Failure to have this decal placed as instructed will result in your vehicle being stickered as a first warning, and if not corrected within 24 hours; towed by the Association at your own expense.

Vehicles will be held in the arrival area for a maximum of **fifteen (15) minutes**. If you are not able to retrieve your vehicle within this timeframe, your vehicle will be returned to the garage.

If you have an additional vehicle, this must be registered, and identified by a parking decal provided by the valet office. The vehicle rules and regulations are as follows:

1. All residents **must** self-park their primary vehicle in their assigned space.
2. Any additional vehicle must be parked with valet **upon availability** at a monthly charge of \$100.

Spaces for additional vehicles are upon availability. Availability will fluctuate as building occupancy changes. Leasing parking spaces to other parties will be required to follow the space re-assignment procedures.

Billing:

- US Parking will generate monthly billing five (5) days in advance of the first of each month to all residents that use parking services through a computerized accounting system. Residents will be able to choose their preferred method of delivery: hand delivery, email, or regular mail. You will be able to pay as soon as you receive your invoice from US Parking.
- Monthly billing rate will be \$100.00 per additional vehicle that is approved and registered in Connect and on the Mirigi system in the valet office.
- Payment must be received by the first day of every month. If payment is not received, visitor parking fees will apply until payment is received (no refund). Late fees in the amount of \$25.00 will apply if payment is not received by the 10th of the month.

Payment options:

- Payment should be made to the Management Office in the form of personal check, cashier checks or money order made out to **Jade Beach Condominium Association**.

Please note, this policy applies to registered Jade Beach residents with additional vehicles ONLY. Housekeepers, vendors, realtors, significant others, friends, and other guests will be required to pay visitor rates.

How will it be identified if I have paid?

The Mirigi system will identify if you have paid when the valet supervisor scans the barcode on your vehicle. If you have not paid, you will be given a visitor ticket and responsible for paying the visitor fees.

JADE BEACH

What if I have a rental car or temporary vehicle?

You will need to register your vehicle with the valet office and pay the required full amount. When you obtain your regular vehicle, please notify the Management office and have them transfer the balance to your regular vehicle.

What if I only use my unit as a second home and will need to valet a second vehicle for less than one month?

You will need to register your vehicle with the Management office so that they may prorate the \$100 on a weekly basis. This will only apply if you are staying seven (7) nights or more

VALET AND GROCERY DELIVERIES

Please keep in mind that the primary purpose of the valet services is to receive and deliver vehicles in a timely manner. While Valet will make every attempt to deliver groceries and luggage to your unit, there may be delays during high traffic periods. It is recommended that any perishable items are taken directly to your unit until the rest of your groceries/luggage can be delivered.

In the event that the valet staff is not available and you wish to utilize the valet cart by yourself, please provide your driver's license to the Front Desk. Front Desk will hold your license and have valet release the cart to you. In order to retrieve your driver's license, the valet cart must be returned to Valet.

EVENTS

If you have an event in your unit, you will be required to notify the Management Office and provide a guest list with the number of expected vehicles. For example:

- 5 vehicles no charge
- \$85 fee for additional 15 cars.
- 1 attendant required per additional 6 vehicles at \$14.00 hourly minimum 4 hrs.

Management must be notified and receive payment at least 24 hours in advance of your event. All payments must be received in the form of a money order or cashier's check, payable to **Jade Beach Condominium**. In addition, if you do not wish for your guests to pay, validation stickers can be purchased from the valet cashiers at the front of the building.

Signed	Date
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JADE BEACH

BICYCLE REGISTRATION

Unit No.	Date
Resident Name	

BICYCLE 1

Make	Model/ Color
Year	Permit Number

BICYCLE 2

Make	Model/ Color
Year	Permit Number

**PLEASE ATTACH PHOTO OF
BICYCLE HERE.**

I/we am/are aware of Association rules, regulations and restrictions regarding bicycles on the Property and agree to abide by them. I hereby release and agree to indemnify **Jade Beach Condominium Association**, its employees and/ or agents, jointly and severally, from any loss or liability related to, or arising out of, the acceptance of this bicycle.

**BICYCLES MUST BE INDIVIDUALLY LOCKED AT ALL TIMES WHEN STORED BY THEIR OWNER/ OPERATOR
AND MAY NOT BE STORED ON BALCONIES OR TRANSPORTED THROUGH THE LOBBY.**

_____ Bicycle Storage Permit **RELEASED BY:** _____

I/we hereby acknowledge receipt of the above referenced key to the bicycle storage, and release and agree to indemnify **Jade Beach Condominium Association**, its employees and/or agents, jointly and severally from any loss or liability related to or arising from the release of the above referenced storage procedure.

Signed	Date
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JADE BEACH

EMERGENCY ASSISTANCE SURVEY

LEGAL RESIDENT CONTACT INFORMATION

Unit No.	Date
Legal RESIDENT Name ("RESIDENT")	
Primary Resident/Occupant Name	

This survey compiles information from residents requiring special assistance and the nature of care for such assistance. This information might be helpful to Fire Department or EMT personnel attending an emergency call. Kindly help us update our records by answering the questions below.

1. Do you or any resident have any physical impairment that would prevent you from exiting the building unassisted should the elevators not be available? ☐ YES ☐ NO

2. Would you or any resident NOT be able to walk down the Fire Exit stairwell if elevators were unavailable? ☐ YES ☐ NO

3. Do you or any resident use a wheelchair? ☐ YES ☐ NO

↓

If yes, would you please describe the nature of your impairment and what assistance you would require.

4. Will you or any resident listed be using a handicap parking space? ☐ YES ☐ NO

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If yes, you are required to display a valid handicap permit at all times and you will relinquish the right to use the unit assigned parking space if any. Also, handicap parking spaces are based upon availability.

PLEASE PROVIDE PHYSICIAN'S NAME IN CASE OF AN EMERGENCY:

Name of Physician

Telephone

Signed	Date
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JADE BEACH

AIR CONDITION & APPLIANCES ACKNOWLEDGEMENT

Each residence at Jade Beach has its own central air-conditioning system with a reverse-cycle heating system. To assist you in obtaining maximum comfort, we offer the following suggestions:

- When properly set, your thermostat will maintain an even temperature in your home. Recommended settings are 70 to 72 degrees for heat and 74 to 78 degrees for air conditioning.
- The filters in your central heating/cooling system help to keep the air in your home clean. It is important for the efficiency of your system to replace the filters every month.
- Each Unit has been designed to provide proper ventilation, and is insulated from the outside environment. Open doors and windows, as well as clogged air filters, are usually the cause of inadequate system operation. This may increase your energy costs, as well as causing backed up condensation lines, which may cause a flood in your unit. By keeping your windows and doors closed during the high or low outside temperature periods, you will find your home more comfortable and more energy efficient.
- Do not leave windows or doors open for extended periods or you will run the risk of experiencing moisture problems in your home.
- Have your central air-conditioning/heating system inspected periodically by your own professional technician. Your system manual will suggest the frequency of this inspection.
- If marble flooring is being installed, it is recommended that you have your air conditioning unit evaporator coils and ductwork cleaned after completion of the flooring work due to excessive dust. Contact the Management Office for preferred service vendors.
- Reset your A/C after the power has been shut off for any length of time.

It is advisable to check and change your washer and dryer hoses periodically to ensure you do not experience leaks. If flooring is being installed in the kitchen, your installer should be careful when reinstalling the refrigerator. It is possible for the water line to become crimped, which could cause a flood.

Should difficulties arise with the operation of any kitchen appliance during the warranty period, please contact the manufacturer. This will save you time and expense. It is recommended that you acquire a maintenance appliance contract with a reputable firm. Contact the Management Office for a list of companies that provide this service.

RESIDENT/Resident Signature	Unit No.
Print Name	Date

JADE BEACH

KEY POLICIES ACKNOWLEDGEMENT

- RESIDENTS must make private arrangements to provide keys to service personnel, family, assignees, employees, realtors, guests, or individuals of any kind. The Management Office will NOT be able to provide assistance with opening the door for insurance liability reasons.
- In case of an Emergency, the Management Office and/or any of the staff will enter the unit to assess the situation inside the unit.
- In case of lock out, the Management Office will only provide assistance to registered residents. Please go to the Front Desk and fill out the necessary forms and security will open the unit with the Emergency key. Please note that if a lockout for one unit occurs on a frequent basis, Management reserves the right to deny this convenience and refer you to a locksmith.

RESIDENT/Resident Signature	Unit No.
Print Name	Date

JADE BEACH

MAIL AND DELIVERIES RECEIPT AUTHORIZATION

Unit No.	Date
RESIDENT Name	

The Undersigned, the RESIDENT(s) of Unit listed above (the "Unit") of Jade Beach Condominium Association, Inc., hereby authorizes the personnel employed by Jade Beach Condominium Association, Inc., (the "Association") to accept, receive and sign for any parcels, deliveries, or mail addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels so received.

Understanding that this Authorization is solely for the benefit of the undersigned, we hereby release the Association, its employees and agents, from any liability arising from this Authorization, including, without limitation, liability arising from the misplacement of parcels, and/or the negligence of the Association, its employees or agents in such regard.

Employees of Jade Beach do not have access to the mail rooms as they are official government property of the US Postal Service. If you wish for an employee to check your mail in your absence, you must provide the Management Office with a key to your mailbox. The Undersigned, the RESIDENT(s) of Unit listed above (the "Unit") of Jade Beach Condominium Association, Inc. hereby acknowledges and agrees to the following:

- Packages and special mail not picked up within thirty **(30) days** shall be returned to the carrier, unless other arrangements are made with the Concierge.
- Employees of the Association will not sign for furniture, appliances, perishables, mirrors, and/or any hazardous material; deliver to the receiving area and/or front desk.
- The Association accepts no responsibility for flowers, perishables, or otherwise fragile deliveries to the front desk or receiving area.
- In order to dispense any piece of special mail or any delivery, the Association reserves the right to request identification from the person claiming the item.
- The employees of the Association will not be able to deliver packages or special mail to any unit unless an "Indemnification and Release" form is on file.
- ***The weight limit that the receiving staff is authorized to receive on resident's behalf is 50 lbs.*** Packages over this weight limit will be refused and sent back with the carrier.
- **Note: Certified Mail will not be accepted by the Association's Employees due to liability reasons.**

Signed (On behalf of all residents of above unit)	Date
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JADE BEACH

MOVE IN/OUT AND DELIVERY POLICY ACKNOWLEDGMENT AND ELEVATOR POLICY

Unit No.	Date
Resident Name	
Cell Phone:	Email:
(Circle One) Move-In Move-Out Delivery	Move-In/Move-Out or Delivery Date
Move In/Out Check Received Yes No	Check #
Time Frame: From: To:	
Delivery Description (Specify)	
Move-In/Move-Out Description (Specify)	

MOVING / DELIVERY COMPANY

Company Name
Contact Person / Phone

IMPORTANT NOTES

- Residents must schedule with the Management Office at least 7 days in advance before moving in or out of furniture or household goods, subject to elevator availability. **18 wheeler trucks will not fit into the receiving bay and will be turned away.**
- Move in/out hours are Monday through Friday, 9:00 a.m. to 4:30 p.m. – **ALL MOVES MUST BE COMPLETED BY 4:30 pm. NO MOVING IN OR OUT IS PERMITTED ON WEEKENDS OR NATIONAL HOLIDAYS.**
- Moving Companies must arrive on the property before 1:00 p.m. Full moves will not be permitted to commence after 1:00 p.m. All Moving trucks must be off the property by 5:00 p.m. sharp.
- Any damage to Common Areas by movers shall be assessed to the RESIDENT of the unit.
- All moves must be scheduled in sufficient time to verify availability. At the end of the move-in and move-out the area shall be inspected. Should there be damage, the unit security deposit will be used to correct the damage. Should the damage exceed the amount of the deposit, the balance will be billed to the person moving in or out.
- Wood furniture being shipped from the African continent, South or Central American countries in shipping containers by sea must be warehoused and treated with appropriate termite extermination chemicals (VIKANE GAS) prior to delivery to Jade Beach. Information may be obtained at the Management Office.

JADE BEACH

- Jade Beach Board of Directors or Management may impose additional requirements or instructions from time to time to enhance the safe operations of the Building and the safety and convenience of residents.

Moving truck size limitations are:

Length of Truck	Thirty Five Feet (35')
Width of Truck	Eight Feet (8')
Height	Eleven and One Half Feet (11 ½' from bottom of tire to top of truck)

Limitations apply to all trucks regardless of company.

The approximate dimensions of the service elevator are:

	Elevator Door	Elevator Cab
Height	7'	7'
Depth	n/a	5'5"
Width	3'6"	6'8"
Weight Capacity	n/a	3500 lbs.

ACKNOWLEDGEMENT

I/we agree that all work performed or delivered to improve and/or furnish my condominium Unit by the above party is to be performed on my behalf, by such party as my agent. I assume full responsibility for damages caused by such agent, whether to any person or property and hereby agree to indemnify and hold harmless the Jade Beach Condominium Association, Inc. (the "Association") for any damages claimed by any party.

Signed	Date
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JADE BEACH

REAL ESTATE AGENTS PROCEDURES AND REQUIREMENTS

We respectfully request that you follow the procedures detailed below to ensure that Jade Beach is the oasis of privacy and tranquility that our residents expect. Please note that we are sharing these policies with our residents as well so that you can be certain that they are a party to these arrangements.

- RESIDENTs MUST register all listing agents with the Management Office. A copy of an executed listing agreement for the applicable Unit(s) must be provided to the Association.
- Real Estate Agents must be pre-registered with the Association Management Office by the RESIDENT themselves. Once designated by the RESIDENT, the Real Estate agent must pre-register all individuals within the realty group that may, from time to time, be called on to show a Unit. Real Estate agents not on the approved list for a particular Unit will not be granted access.
- All Real Estate agents MUST register at the Front Desk upon arrival, identify all visitors, accompany all prospects to the Unit while on the Property, and MUST have their own entry into the Unit. RESIDENTs are responsible for providing the Unit key to the listing agent. (The Front Desk and/or the Management Office will not hold keys for Real Estate Agents).
- Lock-boxes are not permitted on the Property.
- Open houses are not permitted.
- No professional photo shoots of common areas are allowed without prior authorization. See Management for procedures.
- Showing of Units are reserved exclusively from Monday through Sunday 9:00 a.m. to 5:00 p.m. and are limited to 3 persons at any given time (agent and two other clients).
- Realtors may not solicit on the premises at any time. Realtors who offer sales or services to residents at Jade Beach without the resident's prior expressed consent will be barred from entering Jade Beach in the future.
- No advertisement allowed in the building premises.
- Please direct any questions or concerns that you have to the Management Office.

Please note: These rules are intended to preserve as much as possible the peace and tranquility of the residents. This should add to your sales presentation if used in the proper context. Thank you for your cooperation.

Signed	Date
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JADE BEACH

BALCONY ACKNOWLEDGEMENT

Unit No.	Date
Tenant's Name	

Balconies:

- Cans, Cigars or butts, papers, debris, gum, etc., SHALL NOT be thrown or dropped from any balcony.
- The watering of plants on balconies and the sweeping and/or mopping of balconies shall not be done in such a manner as to disturb persons residing in other units, or to damage their patio furniture or other personal items.
- No grills (electric, gas or charcoal), cooking equipment, or other heat producing equipment is allowed to be operated on the unit balconies.

Signed	Date
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JADE BEACH

ACKNOWLEDGEMENT OF RULES & REGULATIONS

I/We hereby agree and on behalf of all persons who may use the unit which I/We seek to purchase or lease at **Jade Beach**, that I/We will comply with the 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.

I/ We understand that the Board of Directors of Jade Beach Condominium Association, Inc., may promulgate new rules or change existing ones as they may deem necessary for the safe quiet enjoyment of all the residents of Jade Beach Condominium Association, Inc.

I/ We also understand and acknowledge that if I/ we (Lessee) receive a letter by the Association for nuisance, property damage, removing or taking property items, such as towels, or non-compliance of the By-laws, Rules and Regulations or restrictions, etc., will result in denial of any lease extension, lease renewal and/or new lease and I/ We will have to vacate the property at the end of the existing lease term as agreed upon per the lease agreement.

I/We have received a copy of all Rules and Regulations Initial_____

In witness whereof, I/We have executed the foregoing application on

This _____ day of _____ 20____.

Signed	Unit No.
Print Name	Date

JADE BEACH

ACCESS DEVICES RELEASE AUTHORIZATION

Unit No.	Date
Resident Name	

I/we are releasing the following key(s) to the above Unit:

_____ Building Access Device(s) ("FOB(s) Purchased _____ ACTIVATED BY: _____

_____ Remote Gate Opening Device(s) Purchased _____ ACTIVATED BY: _____

_____ Parking decal (s) _____ RELEASED BY: _____

Residents may purchase a maximum of two (2) key fobs per bedroom, not to exceed the amount of registered residents. No additional key fobs will be provided. Lost or stolen key fobs or garage openers can be replaced with the Management office at a cost of \$50 each in the form of a cashier's check or money order payable to **Jade Beach Condominium**. No personal checks will be accepted. Replacement forms are provided at the Front Desk. Key fobs will be ready the following business day after the original request. **Residents are expected to utilize key fobs each time they access the building or unit. The front desk will not be able to release the elevator floor in place of the key fob.**

I/we hereby acknowledge receipt of the above referenced access device(s), and release and agree to indemnify **Jade Beach Condominium**, its employees and/or agents, jointly and severally from any loss or liability related to or arising from the release of the above references key(s).

Recipient's Signature

THIRD PARTY KEY RELEASE AUTHORIZATION

I hereby grant _____ authority to act on behalf of _____ and receive keys and access devices for unit _____ of **Jade Beach Condominium**. For the purposes of this authorization you may contact me at phone number _____ or via email _____. I/we hereby acknowledge receipt of the above referenced access device(s), and release and agree to indemnify **Jade Beach Condominium**, its employees and/or agents, jointly and severally from any loss or liability related to or arising from the release of the above references key(s).

Resident Signed	Date
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JADE BEACH

COMPANY – VENDOR	PHONE	WEBSITE/EMAIL
<u>APPLIANCES</u>		
TOTAL APPLIANCE	305-949-0325	www.totalappliance.net
MIELE, INC	1-800-356-0991	www.miele.com
SUB-ZERO	1-800-222-7820	www.subzero-wolf.com
<u>AIR CONDITIONING</u>		
NORCA AIR CONDITIONING	305-558-1422	www.norcaair.com
DEBON AIR	1-800-447-1562	www.debonairac.com
THERMAL CONCEPTS	772-220-2365	www.thermalconcepts.com
<u>PLUMBERS</u>		
Douglas Orr Plumbing Inc.	305-887-1687	www.orrplumbing.com
DELMAR PLUMBING (Herman Florez)	305-302-0123	herman.florez0@gmail.com
RAIRCON	305-885-4422	dispatcher@raircon.com
<u>ELECTRICIANS</u>		
ARGENTAMY CORP	305-609-5037	
SUPERIOR ELECTRICAL	305-477-6328	
CRYSTAL ELECTRICAL *high ceilings*	786-352-7427	
<u>LOCKSMITHS</u>		
JERRY D LOCKSMITH	305-552-5156	
EXPERT LOCKSMITH	786-272-6797	
ASAP LOCKSMITH	954-457-2727	
<u>WINDOWS/UNIT GLASS</u>		
IMPACT GLASS	786-245-4595	
TROPICAL GLASS	305-757-0651	
ALL AMERICAN GLASS	954-968-5229	
<u>RESTORATION COMPANIES</u>		
SERVPRO	954-921-8992	northmiami@servpromail.com
<u>MISCELLANEOUS SERVICES</u>		
ELECTRICITY – FLORIDA POWER & LIGHT	305-442-8770	
CABLE TV – Direct TV	866-258-8766	
PEST CONTROL – ALL FLORIDA PEST CONTROL	954-378-2325	
INTERNET AND TOUCH PANEL – IKATU	PLEASE CONTACT MANAGEMENT OFFICE OR FRONT DESK TO PLACE A SERVICE CALL AT 305-354-0660	
BURGLAR ALARM – SIS		

Please be advised, if your unit is furnished and/or occupied, someone must be available in the unit in order for service to be provided. This list is comprised of licensed and insured providers and where possible, original building contractors. Should you choose to use a firm not on this list, please check for license, insurance, and reputation. Jade Beach is not responsible for any dissatisfaction you may experience with services provided or negligence on the part of contractors listed here.

JADE BEACH

ACKNOWLEDGEMENT OF RECEIPT OF REGISTRATION FORMS, AUTHORIZATIONS, RELEASE OF KEYS/ FOBs, PARKING ACCESS, AND INFORMATION

Unit No.	Date
Tenant's Name	

Documents

- Lease application policy
- Resident Information Form
- Release, Indemnification, Hold Harmless Form
- Vehicle Registration
- Vehicle/Valet Policy
- Bicycle Registration
- Unit Access Authorization
- Access Devices Release Authorization
- Key policy
- Mail & Delivery Receipt Authorization
- Move In/Out request from
- Access Device for Common Areas (FOB)
- Keys – Mailbox (2)
- Keys – Unit
- Parking Garage Gate Opener
- Balcony Acknowledgement
- Rules & Regulations
- Service Providers Form
- Re-setting you're a/c thermostat
- Screening application

Initials