

Viceroy Brickell Residences

LEASE - SALE APPLICATION

- ☐ Lease
- ☐ Resale

444 Brickell Two Residences Condominium

**(Viceroy Brickell), 77th SE 5th STREET
MIAMI, FL 33131**

305.704.7387

For all Questions Regarding the Application Process Email:

Admin@viceroybrickellresidences.com

Applications may take 10-14 business days for approval.

Thank you for making Viceroy The Residences your home!

Sergio Sanchez

Community Association Manager

GM@viceroybrickellresidences.com

Viceroy Brickell Residences

RESALE - LEASING APPLICATION CHECKLIST

☐ Lease

☐ Resale

Date: _____ Unit Number: _____

Applicant Name(s): _____

Primary Contact Phone Number: _____

Primary Contact Email: _____

For Management Use Only

- | | |
|---|-------|
| ☐ Receipt of Completed Resident Information Sheet | _____ |
| ☐ Completed Vehicle Registration | _____ |
| ☐ Completed Pet Registration | _____ |
| ☐ Completed Bicycle Registration | _____ |
| ☐ Signed Move-in/out & Delivery Policy | _____ |
| ☐ Signed A Guide for Your Move | _____ |
| ☐ Signed Building Operations | _____ |
| ☐ Signed Parcel Receipt Authorization | _____ |
| ☐ Signed Key Policy | _____ |
| ☐ Signed Lease Acknowledgement Agreement | _____ |
| ☐ Signed Contractors & Vendors Requirements | _____ |
| ☐ Signed Acknowledgement of Rules and Regulations | _____ |
| ☐ Receipt of Fully Executed Lease Agreement | _____ |
| ☐ Security Deposit-1 month rent – Cashier's Check ONLY | _____ |
| ☐ Approved Background Check | _____ |
| ☐ Certificate of Approval | _____ |
| ☐ Orientation Date (Mandatory) | _____ |
| ☐ Review Unit Ledger balance; \$0 Balance Required | _____ |

RESALE ONLY:

- | | |
|---|-------|
| ☐ Copy of Estoppel | _____ |
| ☐ Sale Agreement | _____ |

Received By: _____

Date: _____

Approved By: _____

Date: _____

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RESIDENT INFORMATION

Unit Number: _____ Date of Birth: _____

Resident's Name (1): _____ Cell: _____

Email: _____

Social Security Number: _____

Unit Number: _____ Date of Birth: _____

Resident's Name (1): _____ Cell: _____

Email: _____

Social Security Number: _____

Unit Number: _____ Date of Birth: _____

Resident's Name (1): _____ Cell: _____

Email: _____

Social Security Number: _____

**By providing the association with owner's/ tenant's e-mail address you are authorizing the association
to utilize your e-mail for association communication – i.e., e-blast notices.**

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Alternate Mailing Address: _____

Emergency Contact: _____

Telephone: _____

Family Members in Residence

Telephone #:

1. _____

2. _____

3. _____

4. _____

Authorized Guests allowed access to the Residence (e.g., Family Members, Visitors, Housekeepers, Chefs, Child Care Employees, and/or Representatives with keys who may enter your residence at 444 Brickell Two Condominium Association (Viceroy The Residences).

1. _____

3. _____

2. _____

4. _____

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

If yes, please check special needs box: ☐ Oxygen ☐ Wheelchair ☐ Blind ☐ Deaf ☐ Other: _____

Person's Name: _____

Does your Unit have a security system? ☐ Yes ☐ No

If Yes, what are the emergency access instructions? Who is the monitoring company and contact information? _____

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VEHICLE/PARKING REGISTRATION

Unit #: _____

Vehicle 1

Resident Name: _____

Make/Model: _____ Year: _____

Date Transponder/Card Installed: _____

Date Returned: _____

Reason for Return: _____

Date Reinstalled: _____

☐ VOIDED

Registration: _____

License Plate: _____

Transponder #: _____

Vehicle 2

Resident Name: _____

Make/Model: _____ Year: _____

Date Transponder/Card Installed: _____

Date Returned: _____

Reason for Return: _____

Date Reinstalled: _____

☐ VOIDED

Registration: _____

License Plate: _____

Transponder #: _____

Vehicle 3

Resident Name: _____

Make/Model: _____ Year: _____

Date Transponder/Card Installed: _____

Date Returned: _____

Reason for Return: _____

Date Reinstalled: _____

☐ VOIDED

Registration: _____

License Plate: _____

Transponder #: _____

Parking Assignments: 1ST # _____ 2ND # _____ Verified By: _____

Only ONE vehicle registered per assigned parking space. No exceptions. Vehicles must be under resident's name.

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PET REGISTRATION FORM

Unit #: _____

☐ NO PET IN UNIT

Resident Name: _____

Phone Number: _____

Pet 1:

Type of Pet: ☐ Dog ☐ Cat ☐ Bird ☐ Other: _____

Pet's Name: _____

Pet's Date of Birth: _____

Pet's Weight: _____

Breed: _____

Pet's License/Tag Number: _____

Color: _____

Sex: ☐ Male ☐ Female

Pet Description: _____

Pet 2:

Type of Pet: ☐ Dog ☐ Cat ☐ Bird ☐ Other: _____

Pet's Name: _____

Pet's Date of Birth: _____

Pet's Weight: _____

Breed: _____

Pet's License/Tag Number: _____

Color: _____

Sex: ☐ Male ☐ Female

Pet Description: _____

***** Please attach a recent photo of pet(s) to this form. *****

Pets may only be walked in paths and areas designated for such purposes. No pet may pass through the Lobby unless it is held in its owner's arms. Pets that cannot be carried in their owner's arms shall enter and exit the Condominium through the service entrance of the building. As a general rule, the aggregate number of gallons of water for any aquarium(s) within a Unit shall not exceed 125 gallons.

I am aware of the 444 Brickell Two Condominium Association (Viceroy The Residences), rules, regulations and restrictions regarding pets on the property as referred to in the Declaration of Condominium and agree to abide by them.

Signature: _____ Date: _____

Signature: _____ Date: _____

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BICYCLE REGISTRATION FORM

Name of Resident: _____

Unit # _____

Bicycle 1 - Model: _____ Color: _____

Decal Number: _____

Bicycle 2 - Model: _____ Color: _____

Decal Number: _____

Availability is on a “first come first serve” basis. Please leave ALL bikes inside the unit when out of town for more than 1 month to allow other residents to use the enclosure and prevent any damage by rust to your bicycles.

Parking Decal Received by: _____ Date: _____

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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 (305) 704-7387.

Notice for move-ins and move-outs must be given at least two (2) weeks prior in order to schedule a reservation for the service elevator. Please re-confirm your move-in/out and large deliveries one (1) week in advance. All other small deliveries not requiring more than one (1) elevator trip must be scheduled at least 48 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 a block of time up to four (4) hours (either 9:00 am – 1:00 pm or 1:00 pm - 4:30 pm) with a maximum of two (2) Units allowed to perform a move per day.** Moves must be 100% completed and their corresponding delivery vehicle(s) removed from the premises no later than 1:00 pm or 4:30 pm, respectively. Elevator protective panels and floor coverings must be installed prior to moving. Deliveries, including move-ins, are only permitted Monday through Friday between the hours of 9:00 am to 4:30 pm. **Weekend deliveries and/or moves are not permitted unless approved by the Association.**

Moving companies must provide proof of liability insurance with a minimum coverage limit of **One Million Dollars (\$1,000,000.00)**. Movers must be compliant with the **CONTRACTOR & VENDOR REQUIREMENTS FORM**.

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

Moving 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 the premises. The common areas are not available as a work area for delivery persons. **PODS are not allowed on premises.** Arrangements for deliveries are the sole responsibility of the Owner/Resident.

All pallets, boxes, and packing materials (bubble wrap, foam, shrink wrap, etc.) must be removed by delivery personnel. No disposal of any packing materials is permitted on your floor or down the trash chute.

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.

Signature: _____ Date: _____

Signature: _____ Date: _____

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A GUIDE FOR YOUR MOVE

We know just how exciting moving into a new residence can be and want to make the process easy and efficient for you and your contractors. Moving into a high rise can involve significant pre-planning and labor to ensure that things go smoothly. Here are some tips and policies for moving in:

PRIOR TO YOUR MOVE

To help ensure you are prepared to occupy your new home, here are a couple of tips –

1. Contact FP&L and Hotwire to set up electrical, phone, internet and cable television.
2. If applicable, arrange to have your telephone, electricity, water and sewer and cable television disconnected at your old address.
3. Call your insurance agent to purchase a Florida HO-6 insurance policy for personal property coverage inside your unit, liability coverage and loss assessment coverage.
4. Provide your new address with the Post Office and send change of address notices for all your newspaper and magazine subscriptions.

SCHEDULING YOUR MOVE

Move-in and delivery procedures have been developed to protect your new investment as well as to provide scheduled access so that your move will not conflict with others.

Prior to your move, telephone the Management Office at (305) 704-7387 to schedule your move-in date and time. Move-in requests are handled on a first-come, first-served basis and must be scheduled with the Management Office. Moving trucks, vans, freightliners, etc., that show up without being scheduled will be turned away. If any damage occurs, the Association, at their sole discretion, will charge the Unit Owner's account for any damage requiring repair.

To ensure your move is efficient and problem-free, please notify the Management Office at least two (2) weeks prior to your scheduled move. Having your moving company contact the Management Office and arrange to visit the building to become familiar with the rules and procedures for move-ins, as well as the time limitations for each move-in, will help prevent issues during your move. Please make sure your moving company adequately staffs your move-in and is familiar with moving into high rise buildings – e.g., the delays that can arise when dealing with the special protection requirements, specific loading/unloading conditions, and the use of high-rise elevators. Your moving company must provide the Management Office with proper licenses and Certificate(s) of Insurance (COI) in accordance with the insurance requirements provided in the **CONTRACTOR & VENDOR REQUIREMENTS FORM**. No mover will be allowed access to the building unless the COI has been delivered to the Management Office and the information contained therein is confirmed. It is the Owner's responsibility to ensure that the moving company receives and acknowledges a copy of the Move-In Policies and understands the responsibilities and liabilities.

One (1) week prior to your move, please telephone the Management Office to confirm the date and time of your move. Residents must advise their respective movers that a complete and thorough walk-through will be conducted by in-house personnel, to identify all existing damage prior to each move, as well as a final walk-through (after the move) to identify new damages. It is critical for you and/or your movers to verify the actual "clear width"

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dimensions of the Service Elevator during the preliminary walk-through. If you think that some of your furniture will not fit in the service elevator, please inform the Management Office at least two (2) weeks prior to your move so that alternate arrangements can be made. The dimensions of the service elevator are:

HEIGHT	8'-8"
DEPTH	6'-9"
WIDTH	5'-5"
DOOR CLEARANCE	4'-0" x 8'-0"

*****Please verify that all your items will fit prior to your delivery*****

MOVING IN

Once you are confirmed for your move, you are ready to move into your new home. During the initial period of occupancy, hours for move-ins are 9:00 am to 4:30 pm, Monday through Friday.

Each resident shall arrange to be present, to admit your movers and/or delivery people into your residence. Association employees are not responsible or permitted to provide any visitor entry into your residence, or access to the property.

Your name and unit number should be clearly marked on all packages and cartons for your protection. When your movers unpack the items from the vehicle, please advise them to be as tidy as possible. At no time, shall your movers block the ingress and egress of any areas or be stored in the doorways, hallways and/or vestibules of the building. Should your movers need to stage your belongings, the items must be stacked in a safe and organized manner next to their moving vehicle, space permitting.

The community has an area for your delivery trucks to quickly load and unload. The entrance is located on SE 5th Street. Pre-authorized movers will check in with a Receiving Clerk and be instructed on procedure. All items being moved in shall be put into a service elevator. Movers must perform the procedure in an expeditious manner. Keys to the truck must be left at the Receiving Office. Once all items are unloaded, the truck must be moved off site. There is public street parking throughout the area to park trucks off premises.

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PROTECTION OF THE COMMON ELEMENTS AND LIMITED COMMON ELEMENTS

To protect the woodwork, hallway walls, elevators, entry areas, finishing, wall coverings, doors and framing, and other areas of the common & limited Common Elements of the building, each resident must instruct their moving company to wrap ALL furniture with moving blankets. It is recommended that your movers wrap all furniture prior to arrival, which should improve their efforts to work within the specified move-in timeframe. All dollies and handcarts must have padded bumpers on exposed edges.

To protect corridor flooring, Masonite or other flooring safeguards must be installed. All flooring safeguards must be laid down prior to your move-in and removed at the end of every day and stored in your unit. All plants must be bagged to prevent soil spillage.

Since you are financially responsible for damage to any part of the Association(s) caused by your movers, it is mandatory that you contract with companies who are fully bonded, licensed and insured and adequately supervised. If damage is reported and not repaired in a timely manner, the Association(s) may make the repairs and deduct the expenses from any security deposit and/or assess the unit owner's maintenance account.

EMPTY BOX/CARTON REMOVAL

The trash chute may not be used for the disposal of boxes/cartons or packing material. The moving and/or delivery company should remove all packing materials and boxes from all Common Elements at the conclusion of the move. Under no circumstances should any moving materials be left in the trash room or corridors. This is a serious violation of the fire/safety rules of the building. If there are any additional moving debris that you need to have discarded, please call the Management Office.

Although the Owner may "self-move," the Association must disclose the potential risk and liability in the event of damage to Common Elements and/or injury to your movers, other owners, and/or yourself. The Board of Directors urges you to engage the services of a professional and insured moving company. No move-ins will be scheduled until the Management Office has reviewed and approved all details of your move. Management's duties include helping you facilitate your move into 444 Brickell Two Condominium Association (Viceroy The Residences). Please do not hesitate to request assistance should any questions arise. Occupancy of your new home can only take place after closing on the Unit has occurred.

Signature: _____ Date: _____

Signature: _____ Date: _____

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BUILDING OPERATIONS

BUILDING ADMINISTRATION

The Management Office is located on the Lobby Level. The hours of operation are from 9:00 am to 5:00 pm, Monday through Friday. Your Management Team, under the direction of the Board of Directors, are responsible for managing and directing the day-to-day operations and services of the building. The professional staff in the Management Office is available to provide information and assistance, which will enable Residents to understand their responsibilities when living in a multi-home environment, and to promote a high-quality lifestyle. In order to provide efficient service to our residents, you will be asked to provide the Management Office with the following information, but not limited to:

- The name, address, home and preferred telephone number of each occupant and similar data on persons to be notified in emergencies.
- The current license number and general description of each vehicle that will be kept on the Property; only one vehicle per assigned parking space, no exceptions.
- The name and description of each pet to be maintained in your Unit.

For all suggestions, concerns, complaints and inquiries, and all other matters impacting our building, residents should contact the Management Office at: admin@viceroybrickellresidences.com; am@viceroybrickellresidences.com; gm@viceroybrickellresidences.com

FRONT DESK

The Front Desk is located in the entrance to the Main Lobby and is manned twenty- four (24) hours a day, 365 days a year. The Front Desk personnel screen visitors and admit guests, monitor the security cameras and fire alarm systems within the building(s) and common area.

All construction employees and workers are required to register and sign-in with the Receiving Office. In addition to monitoring the various trades that go through this area, use of the service elevators is controlled by the Receiving Office.

MAINTENANCE DEPARTMENT

The Maintenance Staff of 444 Brickell Two Condominium Association (Viceroy The Residences) is under the direct supervision of the Management Office. The staff is responsible for maintaining all the Common Elements in and around the condominium property. Mechanical equipment is monitored on a daily basis as a part of their ongoing preventative maintenance program for efficient operations. For liability purposes, at no time is Maintenance Staff permitted to perform maintenance services in residential units.

JANITORIAL STAFF

The Janitorial Staff is responsible for cleaning all of the Common Elements within the condominium including but not limited to hallways, trash rooms, landings, restrooms, recreational and social facilities, elevators and building entrances. At no time is the 444 Brickell Two Condominium Association (Viceroy The Residences) Janitorial Staff permitted to perform cleaning services in residential units.

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RESIDENT VEHICLE ACCESS

Access to the garage is restricted to unit owners, tenants, association personnel and association vendors from time to time. All vehicles must be registered with the Management Office in order to protect your vehicle as well as to help ensure that your vehicle is identifiable. Contact the Management Office for further details. Any unregistered vehicles or vehicles not parked in authorized areas will be towed and/or booted at the Owner's expense.

VISITOR PARKING

The valet parking services are available twenty-four (24) hours a day, year-round. The valet staff is responsible and required to park and retrieve vehicles for guests and residents. All guests must check in with the Front Desk upon their arrival. Depending on the availability of guest parking, guests may be directed to find parking elsewhere. Guests that park on the street neighboring 444 Brickell Two Condominium Association (Viceroy The Residences) are required to pay for parking using the Pay by Phone Smartphone App which is available for Apple, Android and Blackberry users. Once guests have parked their car, they must locate one of the Pay by Phone signs nearest to them and use the location ID on that sign to indicate where their car is parked and continue to follow the on-screen instructions to validate their parking. Management and the Association are not responsible for your guests' vehicle(s).

GARAGE MAY BE FULL FROM TIME TO TIME AND NO PARKING FOR GUESTS WILL BE AVAILABLE

VISITOR/GUEST ACCESS CONTROL

All Owners shall be responsible for complying with and ensuring that their guests comply with all access control procedures and restrictions that apply to 444 Brickell Two Condominium Association (Viceroy The Residences) procedures and restrictions are adopted and amended from time to time.

The building has a twenty-four (24) hour manned Front Desk, except in the event of hurricane or natural disaster. The following policies and procedures apply to 444 Brickell Two Condominium Association (Viceroy The Residences):

- All visitors/guests must access the building through the valet/lobby and register with the Front Desk.
- All visitors are required to provide governmental issued photo identification to Front Desk upon request.
- Access into the condominium is strictly screened to maximize security, efficiency and accuracy.

To authorize access to visitors:

- When a visitor arrives at the Front Desk the attendants are instructed to call the residence to verify admittance.
- If there is no answer or response, your visitor **will be denied access** to your residence.

To authorize access for food deliveries:

- You must alert the Front Desk of all scheduled food deliveries and an expected time of receipt by calling Front Desk.
- Should a delivery arrive at the Front Desk without being pre-coordinated by the resident, the access control individual is instructed to call the residence to make them aware of the food delivery.
- If there is no answer or response, the **association cannot be responsible for such items**, and your food delivery will be denied and delivery provider instructed to leave the property.
- The Front Desk will make all attempts to reach the residents before denying a delivery.

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EMERGENCY ACCESS TO UNITS

Because of the nature of condominium ownership, an easement has been created to allow the Association (or its assignee or agents) to enter any Unit for the purpose of making repairs or maintenance for the benefit of the Condominium. A resident roster is maintained by the Management Office and will be used to notify residents, if possible, when an emergency exists in their Unit. However, many emergencies do not allow for time for such notifications. Action must be taken immediately when a serious threat to life or property exists. In order to facilitate access to a unit in the event of an emergency, an emergency key to each Unit entry door must be provided to the Association and is maintained in a locked key box by the Management Office. Emergency keys are not to be used for any purpose other than obtaining access to Units in the event of an emergency situation. Emergency keys will not be used to admit persons to a Unit. In all non-emergency cases, the Association will give prior notice, by telephone or in writing of the need to enter the Unit and will make arrangements with the Unit Owner to gain access.

INGRESS/EGRESS

The sidewalks, entrances, passages, lobbies, 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.

RECYCLING AND REFUSE DISPOSAL

The trash chute access is located on each floor. All trash must be bagged not to exceed 4-gallon capacity and tied securely before being inserted into a chute. Please do not attempt to place bulky, oversized (cardboard boxes, and the like), hazardous materials, contents under pressure, aerosol cans, or loose items into the chute as it will block the chute and cause a backup or explosion. You may also take these items to the ground floor trash room. **NO CONSTRUCTION DEBRIS OR CARBOARD BOXES ARE PERMITTED IN TRASH CHUTES OR TO BE LEFT IN THE TRASH ROOM OR ANY WHERE ELSE IN THE PROPERTY**

PEST CONTROL

The Association will provide common area pest control service. The control of pests on a community-wide basis is essential.

Signature: _____ Date: _____

Signature: _____ Date: _____

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DELIVERIES AND PACKAGE RECEIPT AUTHORIZATION

This Release, Indemnity and Hold Harmless Agreement ("Release") is executed this day of 202__, by _____, the Unit Owner (the "Owner"), and/or (the "Unit Owner") the members of his or her family, Unit occupants, tenants, guests, or invitees and/or the Unit's Owners guests of Unit Number _____ (the "Unit") in 444 Brickell Two Condominium (the "Condominium") located in Miami, Florida ("Unit Owners/Permitted Users").

In order to induce the 444 Brickell Two Condominium Association, Inc. ("Association"), FirstService Residential Florida, Inc. or any of its affiliates ("Management Company") or any of its affiliates its management, concierge, front desk personnel, valet, engineers, housekeepers, security, pool, food & beverage, and other personnel, or any agent, work person, employee, or contractor of the Association, including but not limited to management companies, security companies, housekeeping companies, valet companies, recreation companies, and their employees or any other third-party personnel engaged by the Association, the Condominium, the Board of Directors (the "Board"), the Management Company or any of its affiliates (collectively referred to as the "Personnel") to collect and/or retrieve mail, and other belongings, including but not limited to keys, packages, deliveries, parcels, clothing, furniture and any other items (the "Personal Belongings") on behalf of the Unit Owners, the members of his or her family, Unit occupants, tenants, guests, or invitees and/or the Unit's Owners guests for pick-up, delivery or for any reason whatsoever on the undersigned's behalf, the undersigned acknowledges and agrees that the work performed by such Personnel shall be at the undersigned sole risk and neither the Association, 444 Brickell Two, LLC, a Delaware limited liability company (the "Developer"), the Developer Affiliates (which refers to the Developer, its parent companies and its other affiliated companies with substantially similar beneficial ownership and its and their respective partners, members, managers and officers, and its and their, as applicable, partners, officers, managers, members, directors, shareholders, and/or other person who may be liable by, through or under Developer ("Developer Affiliates"), Management Company its and their respective officers, directors, employees, managers, agents, contractors, consultants and/or attorneys and the Personnel shall have any responsibilities or liability for the work performed by such Personnel and further acknowledge and agree that neither the Association, nor the Developer, the Developer's Affiliates, Viceroy Brands LLC, a Delaware limited liability company ("Brand Owner") and/or Management Company has made any representations regarding the Personnel's ability or qualifications to perform the work and/or their ability to safeguard or secure the Personal Belongings.

The undersigned (jointly and severally if more than one) hereby release, defend, indemnify, and hold harmless the Association, the Developer, the Developer's Affiliates, Brand Owner, FirstService Residential its or their affiliates, respective employees, officers, directors, shareholders, managers agents, contractors, consultants, and/or attorneys (collectively the "Released Parties") harmless from and against all claims, damages, losses, liabilities and expenses including attorney's fees, at both the trial and appellate level, arising out of any claims for loss, theft, damage and/or destruction, including damage to the Association Property or any other portion of the Limited Common Elements, the Common Elements, properties and/or belongings of the Developer and/or other residential units ("Residential Units") of the

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444 Brickell Two Condominium ("Condominium") (collectively referred to as "The Properties") whether caused in whole or in part by any negligent act or omission of the Personnel or resulting from the work performed by, through and under them. The indemnification shall extend to all claims, liabilities, and damages, including consequential damages, losses, liabilities, and expenses attributable 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 work performed and entry into the undersigned's Unit. The undersigned acknowledge and agree that the Personnel are authorized to accept, receive and/or deliver Personal Belongings on Unit Owner's behalf at Unit Owner's sole risk. The Association, the Developer, the Developer's Affiliates, Brand owner, Management Company and their respective officers, directors, shareholders, employees, managers, agents, contractors, consultants and/or attorneys harmless, and the Personnel, specifically disclaim any responsibility or liability for loss, theft, or damage to the Personal Belongings received from or accepted on behalf of the members of his or her family, Unit occupants, tenants, guests, or invitees and/or the Unit's Owners guests, hereby release, defend and indemnify the Association, the Developer, the Developer's Affiliates, Brand Owner, Management Company and their respective officers, directors, shareholders, employees, managers, agents, contractors, consultants and/or attorneys and the Personnel harmless from and to indemnify them for any loss, liability or damages, for loss, theft or damage to The Properties and/or Residential Units and waive any claims which may arise therefrom. The undersigned have read this Authorization Form, understand all its terms, and have executed it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, the undersigned have executed this Authorization Form the day and year set forth above.

Signed this _____ day of _____, 202_____

United Owner

Unit Owner

Name Printed: _____ Name Printed: _____

Signature: _____ Signature: _____

Unit Number: _____

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KEY POLICY ACKNOWLEDGEMENT

1. The Management Office will **not** provide keys to or access to your Unit for insurance and liability reasons. Private arrangements should be made by the Resident to provide keys to service personnel, family, assignees, employees, REALTORS, guests, or individuals of any kind.
2. We recommend residents make arrangements with friends or neighbors to keep an extra key. The Association assumes no liability or responsibility to provide keys or access to the Unit. Personal items including Envelopes and parcels will not be accepted and will be turned away by front desk staff.
3. The set of keys maintained by the Association will **ONLY** be used in the event of an emergency. Lock-outs and misplacement of or lost keys are not defined as an emergency.

I, _____, Resident of Unit # _____ hereby acknowledge receipt of the key policy for 444 Brickell Two Condominium Association (Viceroy The Residences).

EXECUTED this _____ day of _____, 20____

By: _____

Print Name: _____

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LEASE ACKNOWLEDGEMENT AGREEMENT FOR UNIT _____

I hereby acknowledge that I will abide by the Rules, Policies and Regulations set forth by the 444 Brickell Two Condominium Association (Viceroy The Residences). I also understand that I am personally responsible for my actions as defined in Florida Statute 718.303, "Actions for damages or injunctive relief for failure to comply with these provisions may now be brought against any tenant leasing a unit, rather than the owner".

I agree that I am subject to the Declaration of 444 Brickell Two Condominium Association (Viceroy The Residences) and the Declaration of Master Covenants. Failure to comply with terms and conditions thereof shall be a material default and breach of the lease agreement.

I/We understand that this application must be completed in its entirety and declare that the information provided is true and correct. Willful misrepresentation will void any lease, contract or agreement entered into in connection with this application.

I/We authorize the Association or its agent(s) to obtain and verify consumer credit and background reports and understand that an investigation may be conducted to determine mode of living, financial ability, personal character and general reputation.

I/We release the Association, their agent(s) and members from any loss, expense or damage, which may result directly or indirectly from any information or reports furnished

Dated: This _____ day of _____, 20____.

Resident or Authorized Representative Signature

Print Name

APPLICATION INSTRUCTIONS:

- (i) Prospective tenants must fill out all applications, forms and documents completely.
- (ii) Provide a copy of the fully executed lease agreement and signed lease addendum (enclosed) must be included with the lease application.
- (iii) Provide a copy of a government issued, non-expired I.D. for identification purposes.
- (iv) A **refundable security deposit** equal to **one (1) month's rent**, in the form of a cashier's check made payable to 444 Brickell Two 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 in accordance with Florida Landlord and Tenant Law to the name listed on the original payment deposit received.
- (v) Please allow up to fourteen (14) business days for the application to process. The completion of this package is your responsibility. Please submit as soon as possible. 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.**

Viceroy Brickell Residences

CONTRACTORS & VENDORS REQUIREMENTS

All contractors and/or vendors performing work in a Condominium Unit (e.g. – Decorators, Flooring Companies, Electricians, Plumbers, Housekeepers, Moving Companies, Installers, Handymen, etc.) must comply with, and provide the following to the General Manager:

1. Current, signed Form W-9.
2. Provide copies of pertinent licenses.
3. A current copy of each of the following must be on file with the Management Office, prior to the contractor commencing work:
 - a. Current Certificate of Insurance for General Liability Insurance with limits of at least **\$1,000,000** naming
 - i) 444 Brickell Two Condominium Association; ii) 444 Brickell Two, LLC (The Developer); iii) 444 Brickell SFM, LLC (Shared Facility); iv) FirstService Residential Inc.
 - i. Certificate Holder should read as:
 - i. 444 Brickell Two Condominium Association, Inc. 77 SE 5th Street Miami, FL 33131; 444 Brickell Two, LLC (The Developer); 444 Brickell SFM, LLC (Shared Facility); FirstService Residential Inc.
 - ii. Additional Insured must be confirmed via Premises/Operations Liability endorsement CG2010(04/13) or (07/04). If applicable, Association must be additional insured via endorsement CG2037.
 - iii. Contractors must be insured to work in a condominium with greater than 10 units, but no less than the association's number of units. Please check with your agent to confirm your policy covers this type of work.
 - i. **If the vendor is doing business on behalf of a unit owner, association will not accept a COI that reflects "Additional insured if required by contract". The association does not have the contract; the contract is between the unit owner and the vendor.**
 - ii. **If the vendor is doing work for the association, we will need to have a contract with the vendor that clearly states that the association is named as additional insured.**
 - b. Current Certificate of Applicable Worker's Compensation with limits of at least **\$500,000** naming i) 444 Brickell Two Condominium Association; ii) 444 Brickell Two, LLC (The Developer); iii) 444 Brickell SFM, LLC (Shared Facility); iv) FirstService Residential Inc.
 - i) Worker's Compensation must be provided or Workers Compensation Exempt.
4. Unit Access Authorization Forms fully completed and signed by the resident must be filed prior to commencing work. Written and signed authorization is provided by the resident of Management.
5. Architectural Modification Application Form with signed and approved plans, if applicable. This form may be requested from the Management Office.
6. If applicable, provide all City and County applications, NOC, and permits or permit application(s) prior to commencement of any work.
7. All contractors and vendors contracted by the Unit Owner must maintain current and up-to-date copies of the documentation outlined herein for the entire duration of the Agreement and/or Contract through to completion of the scope of work approved by the Association, and all renewals must be furnished to the Association immediately upon contractor or vendors' receipt.
8. No contractor or vendor may have access to the property or unit for the purposes of performing work without prior submitting these documents to the Management Office. These documents may be hand delivered to the Management Office located on the 1st floor, or via email to admin@viceroybrickellresidences.com

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- 9. In addition to the above required documents, all contractors and vendors must adhere to a strict dress code. Details will be provided upon request of the Architectural Modification Application Package.
- 10. All Contractors and Vendors, when applicable, will be required to furnish protective coverings to floors and walls during working hours and removed daily.

Thank you in advance for your cooperation. Should you have any questions or concerns, please do not hesitate to contact the Management Office at (305) 704.7387.

Signature: _____ Date: _____

Signature: _____ Date: _____

Viceroy Brickell Residences

UNIT ACCESS AUTHORIZATION

Unit Number:	Date:
Name:	(Circle one) Owner / Resident / Renter

I/we hereby authorize and request the Association to grant access to the above Unit to the person(s) named below.

In giving this authorization and request, the undersigned **ACKNOWLEDGES AND AGREES:**

- The purpose(s) of the entry stated below is for information only. The Association is not responsible for such purpose(s) being fulfilled or for limiting Unit access to the accomplishment of such purpose(s)
- The Association is not responsible in any manner for supervising; observing or controlling the conduct of the person(s) to whom a Unit key and/or access was given under this authorization
- The undersigned agrees to fully indemnify and hold harmless the Association, its officers, directors, members, employees and agents (including, without limitation, Association's management company, security service, and their officers, directors and employees), whether in the Unit or the Common Elements of the Property or otherwise carrying out this authorization and request. This indemnification and hold harmless agreement shall include all attorney fees and court costs regardless of whether suit is brought or any appeal is taken there from
- The undersigned agrees to notify Association in writing should Access Authorization is to be terminated. The Association will rely on this authorization as being full force and effect until written termination is received.
- **Guest(s) must check in at the Front Desk upon arrival and have their picture added to the system.**
- **Owner is responsible for providing Guest(s) with the Association's Rules & Regulations and by signing below Guest is acknowledging having read them**
- Owner is aware and will be held responsible for the actions of their Guest(s), including any violations of the Rules & Regulations and Governing Documents.
- The undersigned is the RECORD TITTLE HOLDER of the above reference Unit
- **There is no written or verbal agreement, lease, or monetary exchange for use of Unit**
- I am aware that the Association has the right to meet or complete background check on Guest(s)
- Guest must have key to access unit, no lock out services will be provided to Guests

Guest / Contractor Name (Circle one)	Relationship / Company Name (Circle one)
Start Date:	End Date:
Cell Phone	Email:
Owner/Resident: Please indicate if you will be in residence during the dates of your Guest(s) visit	YES / NO (circle one)
Guest Type: (circle one) Refer to Rules & Regulations for "Guest Definition"	
Permanent	Registered
Daily	Contractor/Service Provider

(Circle one) Owner / Resident / Renter Signature:	Date
Guest Signature:	Date

Viceroy Brickell Residences

FEES/DEPOSIT SCHEDULE

Non-Refundable

- Vehicle Transponder: \$50
- Access Devices (FOB): \$50

SECURITY DEPOSITS

Refundable

- Lease Security Deposit: Equivalent to 1 month's rent based on Lease agreement. Must be a cashier's check.
- Move in Security Deposit: \$500
- Move In Fee: \$200
- Amenity Reservations: Please See Management Office for Reservation Form.

Fees and deposits are mandatory, and amounts are subject to change as deemed necessary by the Brickell Two Condominium Association (Viceroy Brickell Residences) Board of Directors.

Thank You for Making Viceroy Brickell Residences Your Home!