LA BAIA

BAY HARBOR ISLANDS

LEASE PACKAGE DOCUMENTATION



- Lease application requests must be submitted with all information and/or documentation to the Association Residential Office no less than 21 days prior to the lease commencement date.

- The completion of this package is the Applicant's/ Prospective Lessee's responsibility. All forms must be completed, signed, and deposits turned in before the screening process will commence. Applications will be considered denied unless completed in their entirety.

- Payments are accepted in the form of Check or Credit Card.

- Incomplete Lease Packages will not be accepted or processed. All documents therein must be signed and completed.

- Please note Residential Leases may not be listed under an LLC or Corporation.

LA BAIA

BAY HARBOR ISLANDS

APPLICATION INSTRUCTIONS

Please review the following information carefully, as it contains the instructions and requirements for completing the Lease Application. These guidelines are intended to ensure that all necessary documentation is submitted accurately and in a timely manner. Incomplete applications may result in delays, so we encourage applicants to follow each step closely and reach out with any questions during the process.

APPLICATION INSTRUCTIONS:

1. Prospective tenants must access Tenant Evaluation via Tenantev.com or the QR Code on page 4 and enter the application code, **14885**, and complete the forms included in this package.
2. If approved, a **Certificate of Approval** will be issued within two weeks of receipt of Lease Package, and the prospective lessee can then schedule the elevator for Move-In and Orientation.
3. Renter's insurance with the **minimum amount of $500,000 public liability and $500,000** damage limits must be provided for the lease term.
4. The **refundable Move-In I Move-Out Deposit of $1,500** will be returned upon completion of Move In/Move Out. Refunds will be issued within twenty-one (21) business days after request.
5. Upon written request to the Association and after the Move Out has been completed, the Security Deposit will be returned in accordance with Florida Landlord and Tenant Law to the name listed on the original payment deposit received.
6. Processing of this application will begin after all required forms have been completed, signed and submitted to Tenant Evaluations. Please allow up to twenty-one (21) days for the application to process.
7. Upon approval or denial of Applicant, the Residential Office will issue a notification within 2 weeks.

LA BAIA

BAY HARBOR ISLANDS

LEASE PACKAGE

Residence Unit #: _____ Date Submitted: _____

Name of Unit Owner(s): _____

Name of Applicant(s): _____

_____

Primary Contact Phone: _____

Rental Term from: _____ to _____

Applicant Checklist

- ☐ Fully Executed Lease Agreement signed by Applicant(s) and Owner(s)
- ☐ Application via Tenant Evaluations
- ☐ Lease Addendum Signed by Applicant(s) and Owner(s)
- ☐ Completed Lease Package / Application for Occupancy
- ☐ Signed Move-In | Move-Out (MIMO) Package
- ☐ Application Fee of $150 per Applicant over the age of eighteen (18) (non-refundable)
- ☐ MIMO Deposit of $1,500 (refundable)
- ☐ Security Deposit equal to 1 Month's rent (provided by owner)
- ☐ Proof of renter's insurance for the lease term - (minimum amount of $500,000 public liability and $500,000 property damage limits).

LA BAIA

BAY HARBOR ISLANDS

Tenant Evaluation™

(+1) 305.692.7900
support@tenantevaluation.com

Property Application for

LA BAIA CONDOMINIUM

1

Access TenantEvaluation

You can go to **Tenantev.com**
or scan this QR Code

Then

2

Create a new account

Use the following
application code to begin

14885

Property Application
Code

How to Apply?

You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.

The community you are applying to could request information such as Credit report (Social Security number necessary), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

The Application process may take up to 45 minutes

App available on

Download on the App Store

GET IT ON Google Play

Important

- Application Fee: There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process.
- This application is linked to the email address you will use to create your new account.
- If you have questions regarding the application requirements, please contact the association directly.
- Tenant Evaluation does not determine your approval. The community association and its Board of Directors make the final decision after reviewing your application.

LA BAIA

BAY HARBOR ISLANDS

PROSPECTIVE RESIDENT PROFILE

Residence Unit#: _____ Date Updated:_____

Name of Applicant (1): _____

Cell:_____Work/ Home/ Other:_____

Primary E-mail Address:_____

Date of Birth:_____Birthplace:_____

Name of Applicant (2): _____

Cell:_____Work/ Home/ Other: _____

Primary E-mail Address:_____

Date of Birth:_____Birthplace:._____

Name of Applicant (3): _____

Cell:_____Work/ Home/ Other: _____

Primary E-mail Address:_____

Date of Birth:_____Birthplace:._____

By providing your e-mail address you are authorizing the Association to utilize your e-mail for Residential Office communications, community notices, activity e-blasts, newsletters, etc.

Is La Baia a: ☐ **Primary Home** ☐ **Secondary Vacation Home**

Please list all Children under Age 18 living in the Residence.

Name	Date of Birth	Telephone #(if applicable):
1.		
2.		
3.		
4.		

LA BAIA

BAY HARBOR ISLANDS

Permanent Visitors may be listed here and can include **individuals** such as Housekeepers, Nannies, Chefs, Dog Walkers, or Property Management Representatives **who have keys to your unit**. This category may also include Family Members or Friends who are not residents and stay in the unit when the primary Resident is present. Please note that **Permanent Visitors must be always accompanied by a Resident when using any amenity areas, including the Gym, Club Room, Pool, BBQ, and similar spaces**. **Permanent Visitors cannot be issued a FOB** or granted independent access to the amenities unless they are officially registered as Residents or Permanent House Guests.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

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

_____

Does your Unit have a security system? ☐ **Yes** ☐ **No**
If yes, what are the emergency access instructions and code? _____

_____

Who is the monitoring company and contact information? _____

_____

Have you ever been convicted of a crime? ☐ **Yes** ☐ **No**

Have you ever been evicted? ☐ **Yes** ☐ **No**

Have you ever been fined or found guilty of violation of an Association rule? ☐**Yes** ☐ **No**

If you have answered **Yes** to any of the above questions, please provide additional comments._____

_____

_____

Your security code or access password will be kept strictly confidential and will only be used by management in the event of an emergency requiring authorized entry into your unit. Under no circumstances will this information be disclosed or shared without proper cause.

LA BAIA

BAY HARBOR ISLANDS

LEASE ACKNOWLEDGEMENT AGREEMENT FOR RESIDENCE # _____

I/We hereby acknowledge that I/we will abide by the Policies, Rules and Regulations set forth by the La Baia Condominium Association, Inc. I/we also understand that I/we am/are personally responsible for my/our 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/We agree that I am / we are subject to the Declaration of La Baia Condominium Association, Inc. 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. Material misrepresentation will void any lease, contract or agreement entered into in connection with this application.

I/We authorize the Association and/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.

EXECUTED: This _____ day of _____, 20____

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name

LA BAIA

BAY HARBOR ISLANDS

ADDENDUM TO LEASE

Pursuant to Florida Statutes, Section 718.116(11), if the Unit is occupied by a tenant and the Unit Owner becomes delinquent in paying any monetary obligation due to the Association, the Association may make a written demand to the tenant to pay to the Association the future monetary obligations related to the Unit, and the tenant must make such payment to: La Baia Condominium Association, Inc.

In accordance with the foregoing, the Association will demand that you pay your next rent payment to the Association (the "Required Payment"). To the extent that the Required Payment exceeds your monthly rent payment, remit the full amount of your rent payment. After the Required Payment has been paid in full, the amount of the owner's monthly assessment fee is required to be paid to the Association each month thereafter. Please note that you are still responsible to remit the remainder of your rent, if any, directly to the Unit Owner.

Upon this demand, you must pay the monetary obligation described above to the Association until

(i) the Association notifies you in writing to pay a different amount, or
(ii) the Association releases you from this obligation, or
(iii) you discontinue tenancy in the Unit, whichever occurs first.

All rent payments (or portion thereof as determined by the Association) must be paid to the Association, without exception, on time every month until the Association notifies you otherwise in writing.

IF YOU FAIL TO MAKE ANY PAYMENTS TO THE ASSOCIATION AS SET FORTH ABOVE OR BY SUBSEQUENT NOTICE, YOUR RENTAL AGREEMENT MAY BE TERMINATED AND YOU MAY BE EVICTED FROM THE UNIT BY THE ASSOCIATION.

LA BAIA

BAY HARBOR ISLANDS

Please note that you are still subject to all other terms of your lease and, provided you otherwise comply with the terms of your lease, you may continue to enjoy all of your rights as a tenant in the Unit. If your landlord attempts to interfere with the demand made in this letter, contact the Association immediately.

EXECUTED: This _____day of _____,20_.

_____ _____

Unit Owner(s) Name & Signature Unit Owner(s) Name & Signature

_____ _____

Prospective Lessee(s) Name & Signature Prospective Lessee(s) Name & Signature

LA BAIA

BAY HARBOR ISLANDS

VEHICLE REGISTRATION

Residence Unit#: _____

Vehicle 1 ☐ VOIDED

Lessee Name: _____ Registration: _____

Make/Model: _____ Year: _____ License Plate: _____

Vehicle Color: _____ Transponder N/A

Vehicle 2 ☐ VOIDED

Lessee Name: _____ Registration: _____

Make/Model: _____ Year: _____ License Plate: _____

Vehicle Color: _____ Transponder N/A

The above-reference Lessee acknowledges by signing this form that they are:

1. Responsible for driving safely onto the La Baia Entry Drive.
2. Only residential vehicles properly registered with the Residential Office (with full registration information & insurance – including permanent or rental vehicles will be able to park.
3. Valet parking is the only option for onsite parking – **No Self-Parking.**
4. All unregistered or improperly parked vehicles are subject to being booted or towed at the Unit Owners' expense.

_____ _____

Lessee Signature Print Name

_____ _____

Lessee Signature Print Name

LA BAIA

BAY HARBOR ISLANDS

ACCEPTANCE OF PARKING RULES

Residence Unit#: _____

Applicant Name(s): _____

The above referenced **Prospective Lessee**(s) acknowledges that by signing this form, they agree to:

1. Valet parking will be the only option for onsite parking at La Baia Condominium.
2. Parking spaces will be limited based on the parking rights assigned to you and for registered vehicles ONLY.
3. Guests and visitors of Residence owners, residents, and tenants may valet park complimentary up to two (2) vehicles maximum at a time.
4. Residents may only keep the number of vehicles that coincide with their parking rights parked onsite at any time. Concierge may assist in locating alternative parking options for residents. With the approval of the Board of Directors, additional vehicles may be permitted to be parked on site but subject to additional fees.
5. Contractors and vendors will not be permitted to valet park on site due to our need to keep all onsite parking available for residents and guests. Parking staff will direct contractors and vendors to street parking or offer alternative solutions.
6. Any vehicles left in the parking ramp without proper registration / unattended, are subject to being booted or towed at the owner's expense.
7. All properly registered resident(s) using rental vehicles may use the valet parking services. Rental vehicles must be registered with the Residential Office.

EXECUTED: This _____day of _____,20_.

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name

LA BAIA

BAY HARBOR ISLANDS

PET REGISTRATION FORM

Residence Unit #: _____

Owner Name(s): _____

Phone Number: _____

No Pets ☐ Initials: _____

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: _____

I attest that my pet(s) is/are up to date with medical records and vaccinations. Initial here: _____

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

LA BAIA

BAY HARBOR ISLANDS

PET ADDENDUM

Pets are a serious responsibility and risk for each Resident in the La Baia Residential Community. If not properly controlled and cared for, pets can disturb the rights of peaceful possession of others and cause damages for which Residents may be held liable.

Residence Unit#: _____ Date of Unit Purchase: _____

1. **CONDITIONAL AUTHORIZATION FOR PET.** Residents are hereby authorized to keep a pet(s), which is described below, on the Premises. Authorization may be terminated sooner if a Resident's right of occupancy is lawfully terminated or if the Pet Rules listed below are violated in any way by Resident's or Residents' Family, Guest, or Invitees.

2. **NO LIMIT ON LIABILITY.** This Pet Addendum is not a limit on the Resident's liability for property damages, cleaning, deodorization, de-fleaing, replacements, and/or personal injuries as set forth below.

3. **MULTIPLE RESIDENTS.** Each Resident of the unit shall sign this Pet Addendum. Resident, occupants, and guest shall abide by all pet rules. Each Resident shall be jointly and severally liable for damages and all other obligations set forth herein even if such Resident does not own the pet.

4. **PET RESTRICTIONS**. Pets are limited to domesticated dogs and cats, as well as small permanently caged animals. Farm and exotic animals are prohibited. Individual animals which are known to be aggressive are restricted, regardless of breed. We reserve the right to restrict any animal.

5. **PET OCCUPANCY.** Only the registered pet(s) on the Registration Form is/are authorized to be kept in the Resident's Premises. No substitution is allowed. This prohibition includes mammals, reptiles, birds, fish, rodents, and insects. Residents' visitor(s) who bring their own pets are obliged to obey the rules of the Association. It is the Resident's responsibility to ensure their visitor(s) are informed. Please see the Residential Office for regulations regarding Visitors' pet(s) that may reside long term in a Residence.

6. **LIABILITY FOR DAMAGES, CLEANING, ETC.** Resident shall be liable for the entire amount of all damages caused by such pet(s) and all cleaning, de-fleaing and deodorizing required because of such pet. This applies to carpets, doors, walls, wallpaper, windows, screens, furniture, appliances, and any other part of the Premises or the Residential Community including landscaping. If such items cannot be satisfactory cleaned or repaired, Resident must pay for complete replacement by Residential Management. Payment for damages, repairs, cleaning or replacements, shall be due immediately upon demand. Residents shall be strictly liable for the entire amount of any injury to the person or property of others, caused by such pet. Resident shall indemnify Residential Management for all costs of litigation and attorney fees resulting from the same.

7. **MAINTENANCE REQUESTS:** If maintenance is required, resident shall be responsible for their pets when requesting maintenance personnel or other persons needed to enter their private premises. Maintenance will not be able to enter the premises unless the pet is restrained, and the resident is in control of said pet.

8. **PET RULES.** Resident is responsible for the actions of the pet at all times and agrees to abide by the following rules:

    (a) Pets may only be walked in paths and areas designated for such purposes.
    (b) Domesticated pets may be maintained in a Unit provided that such pets are permitted to be so kept by applicable laws and regulations (I) are not left unattended on balconies, patios and/or lanai areas (II) are generally not a nuisance to residents of other units or of neighboring buildings (III) are not a breed prohibited by applicable law or considered to be dangerous or a nuisance by the Board of Directors.
    (c) Resident agrees that the pet will not disturb the rights, comforts and conveniences of the other Residents in the Residential Community. This applies whether the pet is inside or outside of Resident's Premises.

(d) Animals are not permitted in the Club Room, Pool Area or Fitness Center unless:
    i. They are an ADA service dog and trained to perform a task directly related to a person's disability and the following questions can be asked:
    ii. Or an ESA Support Animal that has documentation on file in the Residential Office.
(e) No pets shall be permitted outside of their owner's Unit unless attended by an adult, under control at all times and on a leash not more than six (6) feet long. Pets shall only be walked or taken upon those portions of the common elements designated by the Association from time to time for such purposes.
(f) The pet shall not be tied to any fixed object on the La Baia Condominium property, including the patio areas, balconies, walk-ways, stairs, stairwells, halls, parking lots, grassy areas, or any other place within the property.
(g) All residents must promptly clean up any pet waste, including both solid and liquid waste, in all common areas.
(h) The Association prohibits allowing pets to relieve themselves in landscaped areas. Please use designated pet relief zones and dispose of waste properly. Notwithstanding any provisions herein, Resident shall comply with local city ordinances regarding pet defecation.
(i) Dogs and cats must be housebroken. All other pets must be caged at all times.
(j) No pet offspring are allowed.
(k) Pet shall NOT be left on balcony ALONE for any length of time.

9. **ADDITIONAL RULES.** From time to time, Residential Management shall have the right to make reasonable changes and additions to the Pet Rules herein, in writing and distributed to Resident.

10. **VIOLATION OF RULES.** If any rule or provision of this Pet Agreement is violated by Resident, other occupants, guest or invitees Resident, shall at Management's option, immediately and permanently remove the pet from the Premises upon written notice, by Management; and Management shall have all other rights and remedies, including damages, eviction and/or attorney's fees.

11. **COMPLAINTS ABOUT PET.** Resident agrees to immediately and permanently remove the pet from the premises if Residential Management receives reasonable complaints from other residents or if Management discretion determines that the pet has disturbed the rights, comforts, or conveniences of other residents and/or neighbors.

12. **GENERAL.** Resident acknowledges that no oral agreement exists regarding the Pet Addendum. Except for reasonable rule changes, this Pet Addendum may be modified only in writing, signed by all parties. This Pet Addendum is executed in multiple copies, one for the Residents and one or more for Management. The Pet Addendum shall be considered an addendum to the Rules & Regulations.

I am aware of the La Baia Condominium Association, Inc. rules, regulations and restrictions regarding pets on the property as referred to in the Declaration of Condominium and agree to abide by them.

EXECUTED: This _____ day of _____, 20_____.

_____ _____
Owner Signature Print Name

_____ _____
Owner Signature Print Name

LA BAIA

BAY HARBOR ISLANDS

MOVE IN | MOVE OUT & DELIVERY POLICY ACKNOWLEDGEMENT

(A COPY TO BE GIVEN TO THE RESIDENT)

- Your move must be scheduled with the Residential Office for a **minimum of seven (7) business days prior to your anticipated move in date with the Concierge Desk.**
- All moves must be scheduled in sufficient time to reserve a time slot as reservations are limited to **one (1) move per day.**
- A **refundable MIMO deposit of $1,500** must be submitted to the Residential Office in the form of a check, or credit card authorization form to reserve your move-in/move-out spot.
    - La Baia personnel will inspect common areas pre, during, and post your move to ensure the basic protection of the common elements has been respected, prior to refunding the MIMO deposit. (Refunds will be issued within 14 to 21 business days after request.)
    - Checks must be made payable to La Baia Condominium Association, Inc.
- All other **small deliveries not requiring more than three (3) elevator trips** must be scheduled for **at least seven (7) business days prior to your anticipated delivery with the Concierge Desk.**
    - ***Please note that the La Baia employees will not be able to assist with deliveries weighing over 25 lbs.***
- Move-in/Move-out reservations are made on a first-come, first-serve basis.
    - Please provide the Residential Office with a **completed Move-In | Move-Out & Delivery Reservation Form (see below)** specifying the name of moving company and a **Certificate of Insurance** in accordance with La Baia Condominium Association insurance requirements**. (COI's must be provided to the Residential Office a minimum of 72 hours prior to the move.)**

- Please make sure your moving company adequately staffs your move-in with three (3) or more individuals and is familiar with moving into residential buildings and the delays that can arise when dealing with special protection requirements, specific loading/unloading conditions, and the use of residential elevators.
- Since you will be responsible for any damage these workers might cause, it is **mandatory that you contract with companies and workers who are fully bonded, licensed, insured and adequately supervised.**
- No mover will be allowed access to the building unless the Certificate of Insurance (COI) has been delivered to the Residential Office and the information contained therein is confirmed.

❖ Moves may only be performed **Monday through Saturday 9am-6pm, excluding holidays**. No moves or large deliveries are permitted on Sundays, holidays, or holiday weekends. Movers are not permitted to begin after 3pm.

❖ Movers must provide proof of liability insurance as per our **CONTRACTOR & VENDOR REQUIREMENT FORM**.

- A Vendor COI must include La Baia Condominium Association, Inc. and KW Property Management, LLC. as additional insured under certificate holder as well as:
- The minimum requirement for General Liability coverage is $1,000,000.
- The minimum requirement for Worker's Compensation coverage is $500,000.
- Association and KWPM must be added as additional insured under Certificate Holders on all liability policies.
- **The Insurance Certificate must show subrogation waiver on behalf of Association and KWPM for all liability and worker's compensation policies.**

LA BAIA

BAY HARBOR ISLANDS

Please refer to the **Move-In | Move-Out & Delivery Reservation Form** for all specific instructions and expected behavior. 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 Residential Office if you require additional assistance.

EXECUTED: This _____ day of_____, 20_____.

_____ _____

Owner Signature Print Name

_____ _____

Owner Signature Print Name

- Elevator dimensions

Interior Cab Width =	78 ¾″ Shell to Shell
Interior Cab Depth=	66 1/8″ Clear inside cab
Interior Cab Height=	93″ Cab height; 87″ to existing transom; 84″ Clear opening
Door Opening Width =	42″
Weight Limit =	3,500 Pounds

LA BAIA

BAY HARBOR ISLANDS

MOVE-IN | MOVE-OUT & DELIVERY RESERVATION FORM

- **SCHEDULE YOUR MOVE-IN/MOVE-OUT DATE** with the Residential Office at 305.507.0084 at least seven (7) business days prior to your anticipated move. Move-In & Move-Out (MIMO) requests are handled on a first- come, first-serve basis and must be scheduled with the Residential Office in advance.

- **AVAILABILITY** Moves & deliveries may only be performed Monday through Saturday 9am-6pm. No moves or large deliveries requiring the use of the exclusive use of an elevator are permitted on Sundays, holidays, or holiday weekends. Movers are not permitted to begin after 3pm and will not be allowed to continue after 6pm.
- **DEPOSITS REQUIRED** are to be submitted to the Residential Office:
  1. A **refundable MIMO deposit of $1,500** in the form of a Check made payable to La Baia Condominium Association, Inc. or a credit card authorization form must be submitted to reserve your move-in/move- out. Refunds will be issued within 14 to 21 business days after request.

- **Provide Mover's Certificate of Insurance and evidence of Worker's Compensation.** The Residential Office requires a Certificate of Insurance of at least $1 million per occurrence ($2 million in aggregate) in liability coverage and evidence of Worker's Compensation insurance from your moving company naming La Baia Condominium Association, Inc. and KW Property Management, LLC, as additional insured with waiver of subrogation rights. Certificate of Insurance must be provided at least 72 hours in advance of your anticipated move-in date.

- **Request MIMO or Delivery details:**

Circle One:	Move-In	Move-Out	Delivery
Please indicate your date & time preference:			
	Date	Time	Move-In / Move-Out / Delivery Description:
1st Choice			
2nd Choice			

Moving or Delivery Company:
Moving or Delivery Company Contact Telephone & Email:
Moving / Delivery Company Certificate of Insurance provided: _____Yes _____No

- **Acknowledgement**

I hereby agree for myself and on behalf of all persons who may use the Unit which I seek to move that we acknowledge receipt of the "**Move-In | Move-Out & Delivery Policy Acknowledgement**" and understand that I am liable and assume responsibility for any damages, repairs and other related expenses, etc. due to negligence of my agents, tenants, contractors or employees. I hereby agree to comply with all the afore-listed procedures and requirements and to instruct my moving/delivering personnel to comply with these requirements set forth by the La Baia Condominium Association, Inc.

EXECUTED: This ___ day _____ of 20 __.

LA BAIA

BAY HARBOR ISLANDS

KEY POLICY ACKNOWLEDGEMENT

RESIDENCE Unit#: _____

Applicant Name(s): _____

Applicant's Phone #: _____

Applicant's Email Address: _____

1. The Residential Office retains one (1) copy of the Residence Key for emergency purposes only.
2. The Residential Office will not provide keys 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.
3. 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 to anyone who is not registered, unless in the event of an emergency.
4. The key maintained by the Association will ONLY be used in the event of an emergency, or in the event of a registered tenant or owner in a lock - out situation.
5. Lock - outs will be offered at the cost of $50.00 per lockout and must be paid via Check or with Credit Card to La Baia Condominium Association, Inc.

I hereby acknowledge receipt of the key policy for La Baia Condominium Association, Inc.

EXECUTED: This _____ day of _____, 20_.

_____	_____
Prospective Lessee Signature	Print Name
_____	_____
Prospective Lessee Signature	Print Name
_____	_____
Prospective Lessee Signature	Print Name

- One Lessee may sign on behalf of all Lessees of above unit.

LA BAIA

BAY HARBOR ISLANDS

PARCEL RECEIPT AUTHORIZATION FOR RECEIVING/SIGNING FOR PARCELS, DELIVERIES, OR MAIL ADDRESSED TO THE UNIT

RESIDENCE Unit#: _____

Applicant's Name(s):_____

_____

_____

THE UNDERSIGNED, the lessee(s)/resident(s) of the Residence listed above (the "Residence") of La Baia Condominium Association, Inc. (the "Association") hereby authorizes the personnel employed by the Association to accept, receive and sign for any parcels, deliveries, and/or mail addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels received.

The undersigned (jointly and severally, if more than one) hereby release, indemnify and hold harmless the Association and its directors, officers, agents and employees, lessees, guest and invitees and all members of the Associations from and against all claims, damages, losses, liabilities and expenses including attorney's fees, at both the trial and appellate level, arising from this Authorization, including, but without limitation to, liability arising from the misplacement of parcels, and/or the negligence of the Association, its employees or agents in such regard. This indemnification shall extend to all claims, liabilities and damages, including consequential damages, losses and expenses attributable to damages, theft or injury to and destruction of real or personal property.

EXECUTED: This _____ day of _____ ,20_____.

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name

- One Lessee may sign on behalf of all Lessees of above unit.

LA BAIA

BAY HARBOR ISLANDS

ACKNOWLEDGEMENT AND ACCEPTANCE OF ASSOCIATION RULES & REGULATIONS

I/We hereby certify that a copy of the Rules & Regulations of the La Baia Condominium Association has been provided to us.

I/ We 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 Declaration of Condominium, By-Laws, Rules and Regulations, Condominium Documents, Declaration of Master Covenants and other restrictions of the La Baia Condominium Association, Inc.

Residence #: _____

EXECUTED: This _____ day of _____ ,20_____.

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name

_____ _____

Prospective Lessee Signature Print Name