iconbrickell
Tower Three
Condominium Association

RENTAL PACKAGE
90 Day +

Unit # _____

Any Individual desiring to reside in a unit at Iconbrickell Condominium NO. Three for any period between 90 days or longer is required to submit the following items to the Management Office prior to occupancy/ Move in.

- ☐ **Completed rental package** (Processing may take up to 15 business days from submittal).
- ☐ **Copy of legible fully executed lease.**
- ☐ **A refundable Security Deposit equal to one month's rent payable by Cashier's check / Personal Check for Iconbrickell NO. Three Condominium Association.**
- ☐ **Legible copy of a valid government-issued picture ID** (Driver's license, Passport, etc.).
- ☐ **Signed Rules and Regulations.**
- ☐ **Disclaimer Form.**
- ☐ **Protection of Association property and shared facilities/common elements Form.**
- ☐ **Release, indemnification, and hold harmless agreements.**
- ☐ **Valet.**

In addition to the above, a tenant that is leasing the unit under the name of a corporation or business entity must provide the following information regarding the entity:

- Proof of Incorporation/Documents Creating the Entity
- List of current Officers and Directors or Principals/Owners of the Entity
- Signed Written Statement by an authorized representative of the entity that the entity and the tenant are both aware of and agree to abide by all Governing Documents / Rules and Regulations of Iconbrickell Condominium NO. Three.

Please submit your complete package by email to office@iconbrickell3.com or in person during our business hours from Monday through Friday from 9:00 AM to 5:00 PM.

PRINT APPLICANT NAME	SIGNATURE	DATE

Iconbrickell Condominium NO. Three Association, Inc
485 Brickell Avenue Suite 100 | Miami, Florida 33131
Office: (305) 503.4412

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Tower Three
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TENANT INFORMATION SHEET

Unit # _____

Lease Dates:		**to**	

TENANT #1

First & Last Name:			
Mailing Address:			
	Street	**City**	**State** **Zip**
Phone:		**Alternate Contact (optional):**	
Email Address:			

TENANT #2

First & Last Name:			
Mailing Address:			
	Street	**City**	**State** **Zip**
Phone:		**Alternate Contact (optional):**	
Email Address:			

EMERGENCY CONTACT INFORMATION

Name:		**Relationship:**	
Phone:		**Alternate Contact (optional):**	

Pets: Yes or No		**Type of Pets:**	

DISCLAIMER: ALL PETS MUST BE REGISTERED WITH THE MASTER ASSOCIATION

CHILDREN UNDER 18 YEARS OLD

First & Last Name	Phone

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RULES AND REGULATIONS:

SERVICE ELEVATOR

- The use of the service elevator must be scheduled at least 48 hours prior to date of use.
- Reservation requests can be made in person at the Management Office of the Iconbrickell Condominium NO. Three Association (the "Management Office") during business hours or may be sent via email to office@iconbrickell3.com.
- Elevators may be reserved up to 4 hours maximum; 8:00 am-12:00 pm or 12:00 pm-4:00 pm, Monday through Friday only.
- A Certificate of Insurance (COI) must be provided to the Management Office at least 24 hours BEFORE the scheduled arrival of ANY third-party company (Movers or Deliveries). The COI must contain the appropriate insurance coverage as required by the Iconbrickell Condominium NO. Three Association (the "Association"). Sample COIs are available upon request.

PACKAGES

- The package room is located on the G Level across from the security office.
- Package room hours are as follows:

Monday – Friday 8:00AM – 8:00PM
Saturday 8:00AM – 5:00PM
Sunday Closed

- Packages that are left unclaimed for more than 5 days will be returned to sender.
- If the addressee wishes for someone else to pick up the package, written authorization will need to be sent to office@iconbrickell3.com.
- Iconbrickell Condominium NO. Three Management (the "Management") is not responsible for damaged packages or their content. This includes perishable items.
- The Front Desk does NOT hold packages or personal belongings. This includes luggage, envelopes, keys, bags, or food deliveries.

NUISANCES

- Any use or practice which is a source of annoyance to occupants of units, or which interferes with the peaceful possession or proper use of the Condominium and/or Association Property by its residents, occupants, or members, which shall include, without limitation, any unreasonable noise, or odors, any illegal, noxious, or offensive activity, or any other practice which is a source of annoyance to residents, is considered a nuisance. Any action that is deemed by the Board of Directors as a nuisance will be subject to a violation and fine.
- No Resident shall cause any sort of disturbance or nuisance to other residents. There should be NO Loud or unusual noises after 11 PM or before 7AM.
- Cigar, cigarette, and/or marijuana smoke should never be smelled from outside the unit.

Initials: _____

Initials: _____

- Sound Control and waterproofing requirements, as outlined in the Condominium Documents, must be met prior to installation of floors. It is the Owner's responsibility to inform their contractors that sinks, showers and tubs are not for disposal of grout, thin set, or other work-related materials. Any damage to the pipes and plumbing is the responsibility of the Unit Owner.
- Bicycles, skateboards, scooters, rollerblades, and any other wheeled vehicle/device are not allowed to be used through the common areas including, without limitation, lobby, elevators, and hallways.
- All personal property such as shoes, umbrellas, and boxes must be kept inside your unit. Welcome Mats are not allowed.

BALCONY

- Balconies must be kept clutter free and clean, no articles other than patio type furniture and plants should be placed on the balcony.
- No nuisances (as defined above) shall be permitted to be committed or maintained on any portion of the balconies, nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents, including, without limitation, causing unreasonably loud noises or engaging in lewd and lascivious or inappropriate behavior on a balcony.
- Plants may not drape over the edge of the balcony.
- No towels, clothing or rugs may be hung from balconies or windows.
- Residents must close their balcony door if no one is present in the unit.
- No Items are permanently affixed to the outside walls, balcony railing, or terrace floor. No exterior wall penetrations are permitted. No hammocks, storage units, etc.
- No gas or charcoal grills, or any other devices with open flames are allowed on the balcony or in the unit at any time. This is a City of Miami Ordinance.
- Bicycles are not to be stored on balconies.
- Any self-powered aerial vehicle, including drones, without limitation, are not allowed to fly off the residential balconies. This also includes the pool deck, valet ramp areas, and loading dock.
- Pets are not allowed to be left on a balcony unless accompanied by a unit occupant.

FOBS, KEYS AND LOCKS

- All residents MUST use a FOB to gain access to elevators and amenities.
- Only registered owners, unit managers, and/or tenants staying more than 6 months are authorized to purchase a FOB(s) at a cost of $60 per FOB. A FOB can be purchased during business hours at the Management Office and a maximum of 4 FOBs per unit may be active at a time.
- If a FOB is lost it must be reported immediately to the Management. The lost FOB will be deactivated and a new one will need to be purchased.

Initials: _____

Initials: _____

- All maintenance accounts must be in good standing to purchase a FOB. FOBs registered to units with delinquent accounts will be deactivated for amenity access until accounts are paid in full.
- Management Office MUST be given a copy of the current unit key to be used in case of an emergency. If there is no working emergency key on file and access to the unit is required, the Association will not be responsible for any repairs or damages to the unit resulting from a forced entry.
- Only approved electronic locks are permitted to be installed on unit doors. The Association's approved lock is the Schlage Sense. A copy of the key for this lock as well as the bottom lock MUST be given to the Management. CODES ARE NOT ACCEPTED. Any other locks are not permitted without prior written approval.
- RING doorbells/cameras are not permitted.
- Lockboxes are not permitted anywhere in the building including door fronts.

THIRD PARTY UNIT ACCESS

- Real estate agents are permitted to show units Monday – Friday from 9:00 AM-5:00 PM and Saturdays and Sundays from 9:00 AM-5:00 PM. Written authorization from a unit owner, tenant, or property manager must be sent to the Management Office. Real estate agents MUST accompany clients in all common areas.
- All contractors performing work in your Unit MUST be properly licensed and insured to protect your investment as well as the Association. These requirements must be provided prior to the commencement of work in the unit. Decorators, floor installers, movers, and delivery companies will be required to have insurance in accordance with requirements. Violators will be requested to leave the property until a certificate of insurance is provided.
- All 3rd party service personnel for any owner or resident, including, without limitation, Housekeepers, Caretakers, Handymen, and Nannies must be registered through our system (Buildinglink) and MUST check in through the Building Security EACH TIME they enter the building.

RENTALS/ LEASES/ GUEST OCCUPANCY

- 28 days or less (Short Term Rental): If the person is residing in a unit for 28 days or less, there is no Association approval necessary. However, the owners or authorized Manager for the Unit MUST send an email to Front Desk at: frontdesk@iconbrickell3.com with the full name of each Guest(s)/Lessee, duration of stay, Government Issued Photo ID of each Guest (s)/Lessee, Each Guest(s)/Lessee contact number. Further, each Guest (s)/Lessee must sign the Guest Rules upon check at the Front Desk. For security reasons, a picture of each Guest/Lessee will be taken at the Front Desk.
- 29 days-89 days: If the person is residing in a unit for 29 days-89 days, such individual is required to submit registration materials in advance to the Association, which includes a copy of his or her ID and copy of the confirmation of the rental (either an executed lease or a valid online confirmation.

Initials: _____

Initials: _____

- 90 days and longer: If the person is residing in a unit for 90 days or more, such individual is required to submit registration materials in advance to the Association, including, without limitation, refundable Security Deposit equal to one (1) month's rent to address any potential damage to the common elements, a copy of his or her ID and a copy of the Fully Executed Lease.
- If a Guest/Lessee is registered for 28 days (or 89 days) and then extend past that amount of time, we REQUIRE the next step of verification and registration process as set forth in this Rental Policy before extending such residency.
- If for some reason the owner or the authorized Manager for the Unit does not follow this Rental Policy and their Guest/Lessee is not properly registered with the Association when such Guest/Lessee arrives to the building, they WILL NOT be allowed up to the unit unless the Front Desk Staff is able to confirm such access with the owner or the authorized Manager of the unit. For this reason, PLEASE keep your Contact Information current with the Association so that we can get in touch with you without inconveniencing your guests.
- All Guests/Lessees intending to reside in a unit for any length of time must be registered with the Association, and, during such registration/check-in process, such guest must be physically accompanied by either: (i) the owner of the unit; (ii) the authorized/registered tenant of the unit; or (iii) a 3rd party who has been designated, in writing, by the owner of the subject unit or by the authorized/registered tenant of the subject unit to serve as an authorized representative and agent for such unit. "Self-check-ins" shall be prohibited as a Guest/Lessee shall not be permitted to check-in and complete the registration process by himself or herself. As such, a Guest/Lessee shall not be permitted to simultaneously serve as the 3rd party designated by the owner or authorized/registered tenant of the unit that he or she is checking in/registering to.
- Onetime Visitor must present a Government Issued Photo ID at the Front Desk. Front Desk will contact Resident to confirm access of the onetime visitor.
- A maximum of 4 individuals may be registered per unit.

DRESS CODE/ MASK USAGE

- Appropriate clothing and footwear are always required in all common areas including, without limitation, lobby, elevators, and hallways. Such permissible clothing includes, without limitation, closed shirts, dresses, shorts or pants, and shoes. Lone bathing suits are only permitted to be worn in the pool area.
- Facial coverings/masks are encouraged but not required.

PETS

- ALL Pets MUST be registered with the Iconbrickell Master Association located in Tower 2. Dog and cats will need to be registered for the Poo-Prints Program and a DNA swab must be submitted.
- All Pets MUST wear the registration tag provided by the Master Association and MUST be always on a leach.
- Pets are not allowed in the pool area, spa, and health club.

Initials: _____

Initials: _____

- Pet owners are responsible for all damages caused by their pets.

TRASH

- Trash chute rooms are located next to the 01 Unit on each Floor.
- Trash must be in bags and trash bags must be able to fit inside the trash chute opening. Only tied Trash Bags should be thrown down the trash chute. No heavy, sharp, liquid, or loose objects may be disposed of in the trash chute. Large bags full of garbage and bulk trash are prohibited from being left in the trash chute room.
- All residents must dispose of boxes at the Ground Level of the Building. All Boxes must be broken down and folded.
- All residents are prohibited from leaving boxes or other items in the service corridor, hallways, and stairwells.
- Bulk items cannot be disposed of on property. This includes furniture, mattresses, or any large objects. Residents are responsible for sourcing bulk trash pickup or disposing the bulk items off site.

Signature: _____ Date:_____ Unit: _____

Signature: _____ Date:_____ Unit: _____

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DISCLAIMER FORM

I / We agree to provide any additional information and / or documentation as requested by the Association.

I/we have received, read, and understand the Association's Rules & Regulations (which are amended from time to time) and agree to abide by them and that a complete set of the Rules & Regulations have been provided to me / us by the Seller, Landlord, or the Association.

I / We understand that the Board of Directors of Iconbrickell Condo NO. Three may promulgate new rules or change existing ones as they deem necessary for the safe quiet enjoyment of all residents of Iconbrickell Condominium NO. Three.

Signed this_____day of_____, 20__

Name Printed: _____

Signature: _____

Name Printed: _____

Signature: _____

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PROTECTION OF ASSOCIATION PROPERTY AND SHARED FACILITIES / COMMON ELEMENTS FORM

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

I/We agree that all work performed or delivered to improve and/or furnish my condominium Unit by any vendor or private arty hired by us is to be performed on my behalf, by such party as my agent. I assume full responsibility for damages caused by such agent/person (s), whether to any person or property and hereby agree to indemnify and hold harmless the Iconbrickell Condominium NO. Three (the "Association") and Senyar Miami Holdings, LLC. d/b/a W Miami Hotel for any damages claimed by any party. Furthermore, any company accessing the property must provide a Certificate of Liability for $1,000,000 (one million) and workers compensation referencing Iconbrickell Condominium NO. Three Association and Senyar Miami, LLC. d/b/a W Miami Hotel as additional Insured/Certificate Holder and Loss Payee.
No storing, cutting of materials, or use of any machinery is allowed on balconies, common areas, hallways, or stairwells. Smoking is not permitted upon any common area, hallway, or stairwell.

Signed this_____day of_____, 20__

Name Printed: _____

Signature: _____

Name Printed: _____

Signature: _____

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RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS RELEASE, indemnification, and Hold Harmless Agreement ("Release") is executed this __day_____, 20___ by the undersigned Owner(s) or Lessee(s) of Unit # _____located in **Iconbrickell Condominium NO. Three Association.**

WHEREAS**, Iconbrickell Condominium NO. Three Association, Inc. (the "Association")** will permit the undersigned to engage contractors and vendors (including all those working by, though, or under them, the "Personnel") to perform work within the undersigned's Unit subject to the terms and conditions set forth hereinafter. The contractor must submit a valid certificate of General Liability insurance with limits of at least $1,000,000.00 naming **Iconbrickell Condominium NO. Three Association, inc. and Senyar Miami Holdings, LLC. d/b/a W Miami Hotel.** As an additional named insured, certificate holder and loss payee; a current certificate of Workers Compensation Insurance; a copy of contractors' business or occupational license; and City of Miami Building Department permits (if applicable).

NOW THEREFORE**,** in consideration for permitting the Personnel to perform work within the undersigned's Unit and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the undersigned specifically agrees to the following:

The above recitals are true and correct and are incorporated herein by reference.

THE UNDERSIGNED acknowledges 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 obligations, responsibilities or liabilities for the work performed by such contractor or vendor and further acknowledge that the Association has made no representation regarding the Personnel's ability or qualification to perform work.

THE UNDERSIGNED acknowledges and agrees that the work performed by such contractor or vendor within their Unit shall be at the undersigned's sole risk and the Association shall not have any obligations, responsibilities or liability for the work performed by such contractor or vendor and further acknowledge that the Association has made no representations regarding the contractor or vendor.

THE UNDERSIGNED hereby (jointly and severally) release immediately and hold harmless the Association, Senyar Miami Holdings, LLC d/b/a W Miami Hotel, its Directors, Officers, Agents and Employees, Lessees, Guests and Invitees and all Members of the Associations from and against all claims, damages, losses and expenses including attorney's fees, at both the trial and appellate level, arising out of or resulting from the Contractor and Vendor's entry to the

undersigned's Unit and the work performed by, through or under them.

This indemnification shall extend to all claims and damages, including consequential damages, losses 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 resulting therefore arising out of or resulting from the work performed by the Contractor or Vendor and entry into the undersigned's unit.

We have read this Release und understand and agree to all of its terms. We execute it voluntarily and with full knowledge of its significance.

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

Signed this_____day of_____, 20__

Name Printed: _____

Signature: _____

Name Printed: _____

Signature: _____

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VALET

All vehicles parking at Iconbrickell NO. Three must be properly registered with the Master Association and identified with a parking decal.

Please bring your vehicle to the Master Association office located at Tower Two to complete your vehicle registration.

All residents of Iconbrickell Condominium NO. Three can receive valet service for a monthly fee. This also applies to tenants/renters staying 30 days or more.

The vehicle registered is nontransferable.

All vehicles are required to be parked through valet based upon availability.

Rates are as follows for additional vehicles:

1-1 hours $15.00
2-4 hours $27.00
4-10 hours $35.00
10-24 hours $55.00

Lost Ticket: $50.00
Plus, the time the car has been on the lot

NO IN/OUT PRIVILEGE

Signed this_____day of_____, 20__

Name Printed: _____

Signature: _____

Name Printed: _____

Signature: _____

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