



**VILLA REGINA
ASSOCIATION, INC.**

***MOVE IN/OUT
AND
DELIVERY FORMS***

UNIT# _____

MOVE IN/OUT AND DELIVERY POLICY

1. All moves (in or out of the building), repairs, maintenance, and deliveries, must be scheduled with the Management Office. Please call the Management Office at (305)854-1581 Ext. 203 to schedule.
2. Notice for a Move (in or out of the building) must be given at least 2 weeks prior in order to properly schedule a reservation for the designated elevator for service. Any other deliveries, maintenance, and repairs must be scheduled not less than 48 hours in advance.
3. If any damage occurs and the cost exceeds the \$2,000.00 security deposit, a claim will be placed against the contractor's insurance company.
4. Mandatory carpet cleaning is required in the amount of \$100.00. The management office will NOT provide you the plastic coverage material you must make prior arrangements for coverage or carpets.
5. Only the assigned elevator may be used at all times, and it must be reserved through the Management office.
6. The hours of operation of the Receiving area are Monday through Friday from 8:30 A.M. to 4:30 P.M.
7. Movers/Deliveries/Repair services are prohibited on Saturday, Sunday, and all legal holidays, (unless it is an emergency which requires that the Management Office be notified).
8. Movers/Deliveries/Repair services will not be given access to the Receiving area after 4:00 PM.
9. Residents/Tenants must submit proof of insurance from said Moving/Delivery/Service Company naming Villa Regina as the additionally insured/beneficiary, listing the unit number on the certificate.
10. Owners/Tenants will be charged a fee for the Security Guard that will be assigned to monitor all events. Please obtain the latest cost information from the Management Office.
11. No moving/deliveries will be permitted on the outside of the building and/or on the top/bottom of the elevator cabs.
12. Moving/Delivery trucks shall park in the Receiving Area only.
13. Any moving/delivery trucks in receiving area after 4:30 P.M., Monday through Friday will be towed at the owner's expense.
14. Security will inspect the elevators for damage after all elevator use (i.e. moving, deliveries of furniture or construction materials).
15. Elevator dimensions – 5'3 deep, 6'9 wide, 8'10 High.
16. No vehicle shall exceed 6 feet 5 inches in height in P1 & LP Valet Area, 7 feet in LP & 6 feet 5 inches in P2.
17. Any assembly work must be performed inside the apartment, or off the premises. The foyers, hallways, and balconies are not available as a work area for anyone.
18. Boxes can be disposed of as long as they are broken down and left in the dumpster room in the P2 garage level trash room. **No disposal of any packing materials is permitted on your floor or down the chute.** Please call the Management Office if you need directions or assistance with the disposal of boxes and packing materials.
19. Management reserves the right to ask all moving, repair, outside maintenance or delivery personnel to leave the property and/or deny future access to ensure orderly move(in/ outs) repair, outside maintenance or delivery. Please contact the Management Office if you require additional assistance.

I _____, Owner/Tenant of unit # _____ have read and understand the above Rules & Regulations of Villa Regina and of Reserving Villa Regina Elevators and hereby agree to comply.

Owners/Tenant Signature

Date

VILLA REGINA ASSOCIATION, INC.

TO BE COMPLETED BY:

MOVE (IN/OUT) CONTRACTOR

MAINTENANCE CONTRACTOR

REPAIR CONTRACTOR

CONTRACTOR'S RELEASE, INDEMNIFICATION

AND HOLD HARMLESS AGREEMENT

This Release, Indemnification, and Hold Harmless Agreement ("Release") is executed this _____ day of _____, 20____ by the undersigned Owner(s) of Unit_____ located in VILLA REGINA CONDOMINIUM.

Whereas, the association will permit the undersigned to engage contractors and vendors (including all those working by, through or under them, the "Personnel") to perform work within the undersigned's Unit subject to the terms and conditions set forth hereinafter. The contractor must submit a current certificate of insurance for general liability insurance with limits of a least \$500,000.00 and name VILLA REGINA ASSOCIATION, INC as an additional Insured; a current certificate of applicable Workers Compensation Insurance will be required; a copy of applicable licenses and required permits will also be required.

Now, Therefore, In consideration for being permitted the benefit of allowing the Personnel to perform Work within the undersigned's Unit and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the undersigned specifically agree to the following:

1. The above recitals are true and correct and are corporate herein by reference.
2. The undersigned acknowledge and agree 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 responsibilities or liability for the Work performed by such Personnel and further acknowledge and agree that the Association has made no representations regarding the Personnel's ability or qualifications to perform the Work.
3. The undersigned (jointly and severally if more than one) hereby release, indemnity 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 and expenses including attorney's fees, at both the trial and appellate level, arising out of or resulting through or under them. This indemnification shall extend to all claims and damages, including consequential damages, loses 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
4. Owner shall pay to the Association all attorney's fees and court costs, at pre-suit, trial and all appeals, incurred by Association in the enforcement for this agreement and with respect to the collection of all sums due hereunder. Association shall be entitled to an award of such attorney's fee and costs as part of any judgment entered.
5. All sums due and payable by Owner to Association pursuant to this agreement shall constitute a lien and/or charge against the Owner's unit fully enforceable by the Association.
6. We have read this Release and understand and agree to all of its terms. We execute it voluntarily and with full knowledge of its significance.
7. This agreement is made and delivered in the State of Florida and shall be enforceable in accordance with the laws of said State.
8. All work must be performed inside the unit. Work is not permitted in the hallway, foyer, and balcony, stairwells, garage, or Receiving area.
9. Contractors will be responsible to clean up all debris, excess material, trash and refuse at the end of each workday. The Condominium reserves the right to inspect work areas to insure proper cleanup. All trash must be disposed of.
10. Absolutely no smoking within building.
11. **This agreement remain in effect for all present and future Personnel (Including all those working by, though, or under them) while the undersigned (jointly and severally if more than one) maintains ownership of units described herein in accordance with the Rules and Regulations, Policies and Procedures of VILLA REGINA ASSOCIATION, INC.**

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

Witness

Owner

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledge before me this _____ day of _____, 20____ by _____ and HE\She\They (who is/are personally known to me) / (who has/Have produced _____ as identification) and (did)/ (did not take an oath. Name:

My Commission Expires:

VILLA REGINA ASSOCIATION, INC.

CONTRACTOR'S INSURANCE/LICENSE/AUTHORIZATION

1. To protect all of the assets of the VILLA REGINA ASSOCIATION, INC. from liability exposure, all contractors performing work in your unit (i.e.-decorators, flooring companies, tradesperson, moving company, etc.) must be licensed and insured.
2. A copy of each of the following must be on file with the Management office, prior to the contractor commencing work;
 - Current Certificate of Insurance for General liability Insurance with limits of at least \$500,000.00 and **VILLA REGINA ASSOCIATION, INC. 1581 Brickell Avenue, Miami Florida 33129** as an additional named insured (listing unit number).
 - License and applicable permits (i.e. occupational license and/or state license for specified discipline)
 - Current certificate of Insurance for Worker's compensation or State Exemption certificate.
3. No mover, contractor/tradesperson can be given access to your unit without prior submittal to the Management Office of the above listed documents

Thank you in advance for your co-operation in protecting your home.

INITIALS: _____

CONTRACTOR/TRADESPERSON POLICY

All deliveries of material and supplies must be arranged in advance with the Management Office. Please call (305)854-1581 Ext. to schedule. Transportation of material and supplies will be on a first come, first serve basis daily between the hours of 8:30am and 4:30pm.

VILLA REGINA CONTRACTOR BADGES MUST BE WORN WHILE ON CONDOMINIUM GROUNDS AT ALL TIMES.

CONTRACTORS MUST ENSURE THAT THEY LEAVE THE BUILDING BY 4:30PM. THAT WOULD ENTAIL THAT THEY ARE PICKING UP BY 4PM. SHOULD SECURITY BE REQUIRED TO ESCORT CONTRACTORS OFF THE PREMISES, ANY COSTS INCURRED WILL BE PASSED ON TO THE VIOLATOR.

Receiving will be open Mondays through Fridays from 8:30am to 4:30pm and closed on weekends and all legal Federal Holidays.

Vehicles are permitted to park in designated areas only and must not park on the entrance drive way or obstruct any parking areas. A Villa Regina parking authorization must be displayed on the driver's side dashboard or the vehicle may be towed at owner's expense. .

ONE SERVICE ELEVATOR IN EACH TOWER HAS BEEN DESIGNATED FOR DELIVERIES AND SERVICE. ELEVATORS ARE EQUIPPED WITH SECURITY CAMERAS AND SHOULD ANY DAMAGE OCCUR, THE ASSOCIATION WILL PURSUE ANY DAMAGES CAUSED TO THE ELEVATORS.

CONTRACTORS ARE RESPONSIBLE FOR COVERING THE CARPET FROM THE ELEVATOR LANDING LEADING TO THE APARTMENT WITH SELF ADHISIVE PLASTIC PRIOR TO ANY EQUIPMENT AND OR CONTRACTOR ALLOWED TO COMMENCE WORK IN THE UNIT. Mandatory carpet cleaning is required in the amount of \$100.00.

All work including cutting, painting, carpentry, etc. must be performed in the apartment or off the premises. The Foyers and Hallways are not available as a work area. Smoke detectors must be covered with a smoke protection cap when heavy construction is underway. Please see the Management Office for assistance in this area.

All construction materials must be properly disposed of either in the homeowner's rented bulk container or removed daily by the contractor. **Under no circumstance should trash chutes or VILLA REGINA dumpsters be used for construction debris. Hallways/common areas must be left clean and in order each day. If the service elevator becomes filthy with debris, you are required to clean the cab before you exit the elevator so that other people entering are not tracking dirt throughout the building.**

Management reserves the right to ask any moving, delivery or contractor personnel to leave the property and/or deny future access if any of the above described policies are not followed. Please contact the Management Office if you require additional assistance.

I acknowledge and agree to the above described policies and agree to pay Villa Regina Association, Inc. any cost associated with any violation of said policy.

Contractor: _____ Date: _____
Signature

Print Name: _____