



**VILLA REGINA ASSOCIATION, INC.**

## **LEASE APPLICATION**

**ALL FORMS MUST BE FILLED OUT  
COMPLETELY**

**UNIT# \_\_\_\_\_**

**All documents must be legible faxed or  
incomplete applications will not be accepted.**

UNIT# \_\_\_\_\_

Dear Prospective Tenant:

Congratulations for choosing Villa Regina to be your next home. We will do everything we can to make your application process as comfortable and expeditious as possible. However, we will need your cooperation and strongly suggest you follow the checklist below in order to avoid delays in processing the final approval of your application. Please give attention to detail as incomplete or illegible applications **will not be processed**. As stated in the Declaration of Condominium, the Association will provide you with a written statement of approval or denial **within 30 days** of receipt of a **complete application**. Once approved, an Association representative will contact you to schedule an interview with a Screening Committee member that usually takes approximately 1 hour.

A \$100 application fee for each applicant or married couple, made payable online when screening link is provided after completion of application. Anyone residing more than 30 days must submit an application

For Applicant Use	APPLICATION FORM S	For Office Use Only
	Lease Occupancy Application Procedures Form <b>Initialized</b>	
	Notice of lease by Unit Owner	
	Legible, executed lease and lease contract.	
	Legible executed Addendum to Lease Agreement.	
	Photo Identification for each adult	
	Unit Owner Tenant Information Form	
	Confidential Resident Information Form	
	Employment verification in the form of a letter on company letterhead stating you have worked at a particular location, for what length of time and position	
	Articles of Incorporation (if the lease agreement is signed by a Corporation)	
	Bank letter (current letter of good standing)	
	Vehicle Registration Form	
	Bicycle Registration Form (must be signed )	
	Parcel Receipt Authorization Form (must be notarized)	
	No Pets allowed for Tenants	
	Elevator Reservation Request for Move-In	
	\$2,000.00 Common Areas Deposit – Move In <b>Check #</b>	
	<b>Date completed application was received</b>	
	<b>Interview Process</b>	
	New tenant has made the necessary arrangements to obtain universal garage opener(s) and building access fob(s), or gray cards from unit owner.	
	Rules and Regulations <b>Initialized</b> each page.	
	Miscellaneous Property Information Form	
	Interview Questionnaire	

**NOTE:** Please visit the Management Office so we can take your picture, activate your access devices and provide you with valuable information regarding your new home.

## Application for Occupancy Procedures

In an effort to avoid unnecessary delays and confusion during the screening process, we are providing the following information for your convenience.

1. Please make sure the Application for Occupancy is thoroughly completed. Incomplete applications will not be processed. Failure to provide a complete application will delay the screening process and Certificate of Approval.
2. **Vehicles must be parked in assigned space(s) only. Please check that your vehicle fits in the assigned space before you agree to a lease. Parking spaces will not be changed. All unauthorized vehicles are subject to tow restrictions.**
3. The application fee is \$100 for one person or married couple, all fees are non-refundable.
4. The screening link will be provided upon the correct completion of an application.
5. Once the Association has received the report from "Screening Link", you will be contacted to schedule an interview with a member of the Board of Directors. Please be advised, the report from "Screening Link" is received fifteen (15) days after completion by the applicant, and may be delayed further if applicant information is not provided correctly.
6. **Interviews are conducted only on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month. No exceptions will be made.**
7. A legible copy of the Lease Contract must be submitted along with a \$2,000 deposit in anticipation of an approval, and future scheduled move in date.
8. Elevator reservations for Move-In cannot be scheduled until applicant has been interviewed and approved. Move-In Monday-Friday from 9:00am. To 4:00pm. **A refundable security deposit in the amount of \$2000.00 check must be presented with the application and made payable to Villa Regina Association.** Please refer to attached Elevator Request form for more information.
9. All agreements must be signed and returned with the screening process. We hope that the above information will assist you with the screening process.

Please call the Management Office at 305-854-1581 x203 if you need help with a particular section of the application, or if you have any questions regarding the Rules & Regulations for Villa Regina

Thank you,

**The Board of Directors**  
Villa Regina Condominium

**Initials** \_\_\_\_\_

**Notice of Lease by Unit Owner**

**To:** The Board of Directors  
**From:** Current Owner of Unit \_\_\_\_\_  
**Date:** \_\_\_\_\_

**In accordance with the provision of Villa Regina Association, Inc. Declaration of Condominium, I/We \_\_\_\_\_ as owners of the unit# \_\_\_\_\_ hereby serve notice to Villa Regina Association that I/we have placed the condominium unit for lease.**

In accordance with the provisions of Villa Regina Association, Inc. Declaration of Condominium, I/we \_\_\_\_\_ as owners of Unit # \_\_\_\_\_ hereby serve notice that I/we desire to accept a bona fide offer made to me/us by \_\_\_\_\_ to Lease Unit # \_\_\_\_\_. I/we are aware of the fact that the Association has a period of approximately 30 days from the receipt of a completed application to approve or disapprove this application.

I/we agree to provide the prospective lessee a copy of the most current Rules & Regulations of the Condominium Association, prior to the first occupancy of unit by the lease.

The Association and its agents, in the event it consents to a lease, is hereby authorized to act as our agent with full power and authority to take such actions as may be required, if necessary to compel compliance by our lessee(s) and/or their guests, with provisions of the Declaration of Condominium if Villa Regina Association, its supportive exhibits, the Condominium Act, and Rules and Regulations of the Association, or in the instance of violation of any of the above by the lessee(s) and/or their guests, to take appropriate action to include but not limited to terminate the leasehold. If this application is for a lease the lessor agrees to reimburse the Association for any attorney's fees and costs incurred as lessor's agent in such enforcement or lease termination.

In order for you to facilitate consideration of my/our application for the lease of the above described unit, I/we have caused the prospective lessee to complete the attached application. I/we are aware that any falsification or misrepresentation of the facts in the attached application could result in the automatic rejection of this application to Lease. I/we consent that you may make further inquiry concerning this application, particularly of the references given.

I/we understand that we must make arrangements to purchase the transponder(s) or building access fobs to the prospective Tenant.

I/we have attached hereto a copy of the executed Lease Agreement that truly and accurately sets forth the terms of the offer that I/we wish to accept.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Witness

**State of Florida**  
**County of Miami-Dade**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by \_\_\_\_\_ and \_\_\_\_\_ who has/have produced \_\_\_\_\_ as identification or is personally known to me and did / did not take an oath.

**Name:** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**LEGIBLE**  
**EXECUTED LEASE**  
**AND LEASE CONTRACT**

### ADDENDUM TO LEASE AGREEMENT

**THIS ADDENDUM** made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, is attached to and forms an integral part of the lease to which it is attached, dated \_\_\_\_\_, for a term commencing \_\_\_\_/\_\_\_\_/\_\_\_\_\_ and expiring \_\_\_\_/\_\_\_\_/\_\_\_\_\_ (hereinafter referred to as the "Lease") by and between \_\_\_\_\_ (hereinafter referred to as "Owner" or "Lessor") and \_\_\_\_\_ (hereinafter referred to as "Lessee") for Unit No. \_\_\_\_\_ of the Villa Regina Condominium located at 1581 Brickell Avenue, Miami, Florida 33129 (hereinafter referred to as the "Unit"). In the event this Addendum conflicts with, varies or modifies the terms and provisions of said Lease, then in such event, the terms and provisions of this Addendum shall control and govern the rights and obligations of the parties.

1. The Association and/or its authorized agent shall have the irrevocable right to have access to each Unit from time to time during reasonable hours as may be necessary for inspection, maintenance, repair or replacement of any Common Element located in the Unit or accessible from the Unit, or for making emergency repairs necessary to prevent damage to the Common Elements or another Unit or Units.
2. The Lessee agrees not to use the demised premises or keep anything in the Unit which will increase the insurance rates of the Association or interfere with the rights of other residents of the Condominium or any other residents by unreasonable noises or otherwise; nor shall Lessee commit or permit any nuisance, immoral or illegal act in his Unit, or on the Common Elements, or the Limited Common Elements.
3. The Lessee covenants to abide by the Rules and Regulations of the Condominium, and the terms and provisions of the Declaration of Condominium, Articles of Incorporation and By-Laws of the Association, and agrees to be bound by the rules and guidelines of the Association and any other rules which may become operative from time to time during the term of the Lease.
4. The approval of the proposed Lease Agreement issued by the Association is to be expressly conditioned upon the Lessee's observance of the provisions contained in this Addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to terminate the Lease Agreement. The Owner/Lessor acknowledges that he remains ultimately responsible for the acts of Lessee and Lessee's family and guests and for any costs incurred by Association, including attorney's fees, in remedying violations of this Addendum and/or violations of the Condominium Documents.
5. In the event Lessor is delinquent in the payment of any regular maintenance assessments or special assessments due to the Association, the rent for the unit shall be applied by the Lessee to payment of any delinquent assessment or installment thereof due to the Association before payment of the balance, if any, of such rent to the lessor. If any such assessments and installment are not paid within ten (10) calendar days after the due date, the Association shall notify the Lessor of such delinquency by certified and regular mail to the last address furnished to the Association by Lessor and shall notify Lessee of same regular mail to the Unit address. Upon receipt of such notice, Lessee shall immediately pay to the Association the amount of such delinquent assessment, including any accelerated assessment amounts, late fees, interest, collection costs and attorney's fees (if any), and shall deduct such sums paid to the Association from the net rental payment. Notwithstanding the foregoing, in the event the sums owing to the Association exceed the Lessee's rental payment, Lessee shall not be obligated to pay any sums in excess of such rental payment to the Association. If any excess sums are due to the Association, the Lessee is authorized to continue to deduct such sums from each rental payment until such sums have been paid in full. Any such deductions by the Lessee shall not constitute a default by Lessee of Lessee's obligations under the Lease.

6. In the event the Lessee fails to pay the delinquent assessments and costs and fees incidental thereto, the Lessee shall be deemed in default under the Lease and subject to eviction proceeding as described in Paragraph 7 of this Addendum, in addition to all of the remedies the Association may have. The collection of rental payments from the Lessee shall not be deemed an election of remedies, and the Association may still proceed to collect delinquent assessments in accordance with the governing documents and Condominium Act including, but not limited to, the filing of a claim of lien, foreclosure and personal money actions.

- 7. Lessee agrees to abide by this Addendum, the Condominium Documents and all applicable laws, ordinances and regulations. If Lessee fails to comply with this Addendum, the Condominium Documents or any applicable laws, ordinances and regulations Lessor shall promptly commence action to evict Lessee. If Lessor fails to promptly commence action to evict Lessee, Lessor hereby authorizes the Association as the Lessor's agent and attorney in fact, to commence eviction proceedings. In the event the Association files an action for eviction, the Lessor and Lessee shall be jointly and severally responsible for all attorney's fees and costs incurred in such action including any appellate proceedings. Nothing contained herein shall be deemed to obligate the Association to commence eviction proceedings or to preclude the Association from pursuing any other available legal remedies.
- 8. The Unit shall be possessed, occupied and utilized solely for the purpose of a private single family residential dwelling and for no other purpose. Lessee warrants and represents that the only occupants of the Unit will be the following persons:

\_\_\_\_\_  
 \_\_\_\_\_

- 9. Prior to occupancy of the Unit, Lessee shall be required to place in escrow with the Association a security deposit equivalent to the sum of One (1) month's rent which may be used by the Association to repair any damages to the Common Elements or Association property resulting from any acts or omissions of the Lessee (as determined in the sole discretion of the Board of Directors). The Lessor shall be jointly and severally liable with the Lessee to the Association for any amount in excess of such sum which may be required by the Association to affect such repairs. Such security deposit shall be administered in accordance with Part II of Chapter 83, Florida Statutes. Lessee shall not be entitled to interest on the security deposit.
- 10. Lessee shall not be entitled to occupy the Unit prior to receipt of written approval from the Board of Directors. In the event the Lessee should occupy the Unit prior to receipt of written approval, Lessee's application to lease to Unit shall be deemed automatically withdrawn.
- 11. The Lessee shall not assign the Lease nor sublet or permit the Unit or any part thereof to be used to be used by others without the prior written approval of the Association.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the date and year first above written.

Signed, Sealed and Delivered in the presence of:

**OWNER(S)/LESSOR(S):**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**LESSEE(S):**

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Receipt of this Addendum to Lease Agreement is acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**VILLA REGINA ASSOCIATION, INC**

By: \_\_\_\_\_

Title: \_\_\_\_\_



**PHOTO  
IDENTIFICATION  
FOR  
EACH ADULT**

**UNIT OWNER/TENANT INFORMATION**

Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Owner Names (s) \_\_\_\_\_ & \_\_\_\_\_

Tenant (s) Name (s) \_\_\_\_\_ & \_\_\_\_\_

PLEASE FILL IN THE APPROPRIATE NAMES OF THE PERSONS RESIDING IN THE UNIT

Resident Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Resident Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Resident Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Resident Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone #s \_\_\_\_\_ FAX OR EMAIL: \_\_\_\_\_

Cellular Phone \_\_\_\_\_ Work # \_\_\_\_\_

In Case of Emergency Please Contact \_\_\_\_\_

Telephone # \_\_\_\_\_ or \_\_\_\_\_

Mailing address (if different than above) in care of: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Address (if different than above) in care of: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Email Address \_\_\_\_\_

(Please give full description / size, color & breed)

Type of Pet (s) \_\_\_\_\_

PLEASE FILL IN THE BLANKS FOR THE PERSON THAT HAVE ACCESS INTO YOUR UNIT OR BLDG

Family Name (s) \_\_\_\_\_

Guest (s) \_\_\_\_\_

Housekeeper (s) \_\_\_\_\_

Please list all parking space number assigned to your unit: \_\_\_\_\_

Boat Slip Number \_\_\_\_\_ Boat Name \_\_\_\_\_

Please list all key fobs, garage openers & security card

Number of Security cards: \_\_\_\_\_ Number of Key fobs: \_\_\_\_\_ Number of Garage Openers \_\_\_\_\_

Card #'s \_\_\_\_\_ Fob #'s \_\_\_\_\_ Openers #'s \_\_\_\_\_

Card #'s \_\_\_\_\_ Fob #'s \_\_\_\_\_ Openers #'s \_\_\_\_\_

Card #'s \_\_\_\_\_ Fob #'s \_\_\_\_\_ Openers #'s \_\_\_\_\_

**Vehicles must be parked in assigned space(s) only. Please check that your vehicle fits in the assigned space.**

**All unauthorized vehicles are subject to tow restrictions**

**CONFIDENTIAL RESIDENT INFORMATION FORM**

**Please return this form to:**

**Attn:** *Villa Regina  
Management Office  
1581 Brickell Avenue*  
**Email:** *asstmanager@villareginacondo.com*  
**Fax:** 305-854-6153

**In a continuing effort to improve communication between your property management company (First Service Residential, FSR), your Board of Directors, we request all residents to completely fill out/update the form below and return as soon as possible via mail, email or fax.**

Unit Number/Address: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Is the Lease listed under a Corporation? If yes, please state name and address of Corporation:

\_\_\_\_\_

\_\_\_\_\_

Is this home your primary residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Forward all written communication mailings to (Official Mailing address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secondary Address:

\_\_\_\_\_

\_\_\_\_\_

Name(s) of full-time occupants (children, live-ins, etc.):

\_\_\_\_\_

\_\_\_\_\_

## CONFIDENTIAL RESIDENT INFORMATION FORM

**IMPORTANT!** Please identify which phone numbers listed below you wish to be notified in the event of an emergency or non-emergency through our new system Resident Alert™. You may check both emergency and non-emergency for each number, or select as you wish. Timely messages recorded by our property manager will be broadcast to the number you select:

	Emergency	Non-Emergency
Home Telephone Number: _____	_____	_____
Secondary Telephone Number: _____	_____	_____
Business Telephone: _____	_____	_____
Other (Cell Phone, etc.): _____	_____	_____
Emergency Contact - Phone Number: _____	_____	_____
Emergency Contact- Name: _____		
E-mail Address*: _____@_____		

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

\_\_\_\_\_

I authorize First Service Residential to alert the phone number(s) listed above for urgent and timely alerts.

In case of Emergency an emergency key is at the security office  Yes  No

Amenities if applicable to you: Marina Dock Slip # \_\_\_\_\_

Parking Space # \_\_\_\_\_

Storage # \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNIT# \_\_\_\_\_

**EMPLOYMENT**

**VERIFICATION**

**LETTER**

**ARTICLES OF  
CORPORATION  
BOARD  
RESOLUTION**

(If the lease agreement is  
Signed by a Corporation)

# BANK LETTER

A current letter of  
good standing from  
the bank



**VEHICLE REGISTRATION FORM**

**Note: Vehicles must be parked in assigned space(s) only. Please check that your vehicle fits in the assigned space.**

**All unauthorized vehicles are subject to tow restrictions**

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Vehicle 1** Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_

Space Assignment: \_\_\_\_\_

**Vehicle 2** Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_

Space Assignment: \_\_\_\_\_

**Vehicle 3** Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_

Space Assignment: \_\_\_\_\_

**Note: Vehicles must be parked in assigned space(s) only. All unauthorized vehicles are subject to tow restrictions.**

### Bicycle Registration Form

Tenant's Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

I/We undersigned owner understand that storage space for bicycles are on a first come, first served basis and that every bicycle in the storage facility must be registered with building administration. Further, I/we understand that submitting this registration form does not confirm acceptance.

I/We understand that building administration will advise me/us of the status of this request within 10 business days of receipt.

I/We understand that VILLA REGINA ASSOCIATION, INC. is not responsible for the theft or damages to bicycles stored. All bicycles must be individually locked at all times to the rack and not to each other. Bicycles in an abandoned state (flat tires, broken chain, rusted out, etc...) will be removed and disposed of.

I/We understand that a decal must be affixed to my bicycle and visible at all times. Decals will be provided to me once my application for space is confirmed. Failure to display my assigned decal could result in the disposing of my bicycle by the Association with no claim made against the Association or its agents.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Witness

For Office Use Only	
Decal Number(s) Issued:	_____
Date Decal(s) Issued:	_____

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

TO: VILLA REGINA ASSOCIATION, INC.

FROM: TENANT'S NAME \_\_\_\_\_ UNIT #: \_\_\_\_\_

THE UNDERSIGNED, the owner(s) of Unit listed above (the "Unit") of VILLA REGINA ASSOCIATION, INC. hereby authorizes the personnel employed by VILLA REGINA ASSOCIATION, INC. (the "Association") to accept, receive and sign for any parcels, deliveries, or mail addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels so received.

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

**I agree that if I am not present to sign for a Certified Letter, the Association will not sign on my behalf, unless I designate the Association in writing to do so, without imposing any liability thereon for the condition or substance of any such parcels so received.**

EXECUTED THIS:

By: \_\_\_\_\_  
Signature (On behalf of all residents of above unit)

Print Name: \_\_\_\_\_

**State of Florida**  
**County of Miami Dade**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ who has produced \_\_\_\_\_ as identification and did take an oath.

Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

# Acknowledgement of Pet Rules

## *Under the Rules and Regulations of the Villa Regina Condominium Association*

**ONLY REGISTERED DEED TITLED OWNERS ARE PERMITTED  
DOGS OR DOMESTIC CATS, LIMITED TO  
20 LBS. AT MATURITY**

I understand that I cannot have a pet as a tenant.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Date

Thank you,

**The Board of Directors**  
Villa Regina Condominium

## Pest Control Request Form

Villa Regina Association, Inc. is currently under contract with **Power Exterminator, Inc.** to provide pest control service to individual apartments as well as the common areas of the building. Service is available to all the units the third Thursday of the month on a rotating basis, the east tower one month and the west tower the next month. The service agreement includes treatment to kitchen and bathrooms areas. Please make a selection from one of the options below and return this form to the administration office. If signed request is not received, no pest control service will be provided to your unit. If you do not desire service, it would be greatly appreciated if you would take this time to indicate that option and in doing so will help us not waste time.

Please be aware that the Power Exterminator technician is escorted by security. If you have any questions, please do not hesitate to contact the administration office.

Sincerely,

Property Manager

- Permission is granted for regular service- (no one will be home)
- Permission is granted for regular service- (someone must be home)
- Permission is NOT granted for service

By granting permission for regular service, I understand no one need be present in my unit. Additionally, if no one answers my door and I have requested someone be home, it is understood that my unit will not be serviced until the next regular rotation.

UNIT NUMBER: \_\_\_\_\_

\_\_\_\_\_  
Signature

Tenant Name

\_\_\_\_\_  
Print

Tenant Name

# ELEVATOR RESERVATION REQUEST

Date Needed: \_\_\_\_\_ Unit #: \_\_\_\_\_, Name: \_\_\_\_\_, Telephone# \_\_\_\_\_

Move-In     Move-Out     Furniture Delivery     Construction Material

\*SECURITY REIMBURSEMENT COST: \*Received on: \_\_\_\_\_ Check# \_\_\_\_\_

Is someone going to be at the Unit? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Name: \_\_\_\_\_

Name of Company accessing elevator: \_\_\_\_\_, License# \_\_\_\_\_ \*\*Proof of insurance

\*\* A Copy of the Insurance Policy must be provided to the Management Office & attached to the application before the elevator may be reserved.

Time elevator will be needed: \_\_\_\_\_ AM, \_\_\_\_\_ PM; Estimate usage time: \_\_\_\_\_

Additional information or instruction:

\*\*\*\*\*

1. Advance notice of 48 hours must be given to the Management Office prior to any event such as a move/delivery.
2. \*Owners/tenants must notify the Management Office before a moving/delivery of furniture or household effects in and out of the building. Only the assigned elevator may be used and it must be reserved through the Management Office. **Furniture shall be moved only by licensed & insured movers.** Monday through Friday from 9:00AM. to 4:00 P.M. and is prohibited on all legal holidays. **No Movers/Deliveries will be given permission to enter premises after 4:00PM.** Resident/Tenants must submit proof of insurance from said Moving/Delivery Company naming Villa Regina as the beneficiary. **If any damages occur, and the cost exceeds insurance coverage, the unit owner/tenant shall be responsible for paying the additional cost. Owners/tenants will be charged for a Security Personnel hired to monitor the event. Please obtain cost information from the Management Office.**
3. Moving/deliveries shall be done by a Licensed & Insured Moving Company (i.e. must produce a Certificate of Insurance naming Villa Regina as the beneficiary).
4. Owners/Movers/Contractors will be charged for covering the carpet from the elevator landing leading to the apartment with Masonite board (a charge of \$50.00 per event) prior to any employee allowed to commence work in the unit. Fees are subject to change.
5. No moving or deliveries will be permitted on Saturday, Sunday or legal holidays. No moving or deliveries will permitted through any outside access from your unit and/or on top/bottom of the elevator cabs.
6. Moving/Delivery trucks shall only park in the Receiving Area, (space permitting). Any moving/delivery trucks in the Receiving Area after 4:30P.M., Monday through Friday will be towed at owner's expense.
7. Security will inspect elevators for damages (i.e. moving, deliveries of furniture or construction materials)
8. No vehicle shall exceed 6 feet 5 inches in height in PI & LP Valet Area, 7 feet in LP & 6 feet 5 inches in P2.

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 Signature

\_\_\_\_\_  
Date

