

OWNER CHECKLIST

This required information below must be submitted to the Management Office at least 21 days prior to move in date. **Once closing documents are submitted, resident MUST complete the Orientation Process before move in.**

- Copy of signed HUD Statement & Warranty Deed
- \$1000 move-in deposit (check or cashier’s check ONLY - refundable)
- Lease Information for Owners & Realtors.....2
- Copy of Signed Confidential Occupant’s Information Sheet.....3
- Copy of Owner Questionnaire.....4
- Copy of Signed Move In/Move Out & Delivery Policy.....5
- Copy of Signed Delivery/Renovation/Moving Authorization & Deposit Form.....6
- Copy of Signed Parcel Receipt Indemnification & Release Form.....7
- Copy of Signed Authorized Vehicle Information Sheet.....8
- Copy of Signed Pet Information Sheet9

Additional Forms for Distribution to Owners and Tenants

- Copy of Rules & Regulations (Sign & Acknowledge Receipt).....10

NOTICE: Every form in this package must be completed. All information required must be provided. Failure to provide completed package may delay move-in into CityPlace South Tower. The completion of this package is the Unit Owner’s responsibility. Please return to the Management Office as soon as possible.

ALL NEW RESIDENTS MUST MAKE AN APPOINTMENT FOR ORIENTATION PRIOR TO MOVE IN

I have received, read and understand the Rules and Regulations of CityPlace South Tower and agree to comply with them. **Failure to follow the rules may result in fines.**

Resident Signature _____ Date _____ Resident Signature _____ Date _____

REALTOR’S AND PROSPECTIVE OWNER RESPONSIBILITY: The completion of this package is your responsibility. Every form in this package must be completed and signed. All information required by the Association must be provided in a timely manner. Please return the completed package to the Management Office as soon as possible.*

LEASE INFORMATION FOR OWNERS/REALTORS

In order to maintain the security, both financial and physical, of the Association and its members, CityPlace South Tower Condominium Association, Inc., has implemented the following requirements regarding leasing of the residential units:

LEASES

1. Please submit to the Association an executed Lease, a signed acknowledgement of acceptance of the Associations Rules and Regulations, a completed Resident Lease Packet (available from the Association Office) and \$100 per person (or married couple) application fee at least 10 days **prior** to any scheduled lease commencement date. *Move-in or occupancy of a unit will not be permitted until the required paperwork is received, reviewed and written owner approval obtained.*
2. All move ins/deliveries must be scheduled with Receiving and there's a \$1000 deposit required.

Leases may be for a period of no less than 21 days and, no Owner may lease a unit more than 12 times in a calendar year. (Please review the Condominium Documents for more details.) All Lessees must abide by the Association's Documents, including, but not limited to, the Association's Rules and Regulations.

All leases shall state that the Association has the right to terminate the lease upon default by the tenant in observing any of the provisions of the Association's Declaration, Articles of Incorporation or, By-Laws of the Association or, other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association.

UPON COMMENCEMENT OF A LEASE, THE UNIT OWNER FORFEITS ALL RIGHTS TO UTILIZE THE FACILITIES, EXCEPT AS AN INVITED GUEST.

GUIDELINES FOR REAL ESTATE AGENTS AND SHOWING OF UNITS

1. Owners **MUST** register all Listing Agents with the Management Office.
2. The Owner is responsible to provide a unit key to the Listing Agent.
3. The Listing Agent **MUST** accompany all clients at all times while on the property.
4. No Lock-boxes are permitted on the property.
5. No Open Houses may be held on the property.
6. Showing of Units is permitted between 10:00 a.m. - 8:00 p.m., seven (7) days a week.
7. Employees cannot be asked to show common areas or, units.
8. Absolutely **NO KEYS** may be held or left at the Front Desk.

RULES REGARDING LESSEES HAVING PETS

To protect the property of CityPlace South Tower and, to promote the health, safety and, welfare of its residents, the Board of Directors deems it reasonable to reserve the right to decide what animals are considered dangerous and not permitted in the units. Only unit owners or, registered residents, whose lease permits pets, will be allowed to have up to two (2) pets on premises. Unit owners and/or registered residents are limited to two (2) dogs, whose combined weight may not exceed ninety (90) pounds.

Registered residents are required to keep their pets on leashes or, within containers when in the common areas of the building and, to insure their pets refrain from disorderly conduct. Pets are not allowed on the pool deck. The Association reserves the right to remove any pets which are disorderly or, not on leashes or, not within containers, through appropriate animal authorities, without notice to the owner of the pet. A violation of the provisions of his paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine the applicable owner and/or to require any pet to be permanently removed from the Condominium property.

- Tropical birds and fish may be maintained in a Unit as domestic pets only, in reasonable numbers, with prior written consent of the Board of Directors.
- No snakes, lizards or, exotic animals are allowed.

CONFIDENTIAL RESIDENT INFORMATION

Unit Number: _____

Owner's Name(s): _____

List All Residents (List ages if under 18):

Occupant #1:

Name: _____ Over 18 yrs: YES NO

Cell Phone #: _____

Email Address(s): _____

Occupant #2:

Name: _____ Over 18 yrs: YES NO

Cell Phone #: _____

Email Address(s): _____

Occupant #3:

Name: _____ Over 18 yrs: YES NO

Cell Phone #: _____

Email Address(s): _____

Occupant #4:

Name: _____ Over 18 yrs: YES NO

Cell Phone #: _____

Email Address(s): _____

Emergency Contact: Name: _____

Phone #: _____

Relationship: _____

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, sight impaired, hearing impaired, etc.):

OWNER QUESTIONNAIRE

Unit Number: _____

1. I plan on using the unit:

- As a full-time residence
- As a seasonal residence
- For leasing
- Other _____

2. Please provide mailing address for CityPlace South Tower notices

3. If leasing the unit, please visit our website regarding leasing procedures:

Cpst.online/forms

MOVE IN/MOVE OUT AND DELIVERY POLICY

No move-ins/outs or deliveries will be allowed through the Main Lobby. All move-ins/outs will be processed through the designated elevators. You must notify your moving company of this and verify that they have adequate transportation to move construction materials and furnishing from the receiving area to the appropriate elevators. There may be limitations to the size of furnishing and construction material transported on the designated elevators. Please contact the management office prior to delivery for the specific dimensions of the designated elevators.

Move-In / Move-Out

1. A move is defined as furniture, appliances or boxes taken to a Unit that requires three or more trips on an elevator utilized exclusively for a specific Unit in any 24-hour period.
2. All moves require a minimum seven (7) day advanced reservation of the elevator. Accommodations will be made, if possible, for shorter notice moves. Reservations are made in 3 ½ hour blocks from 9 a.m. to 12:30 p.m. and 1 p.m. to 4:30 p.m., Monday through Friday (holidays excluded). The move must be complete and the movers must be out of the building by 5 p.m.
3. A refundable \$1,000.00 security deposit is required at the time of reservation. A receiving clerk will be retained to expedite the move-in process.
4. A Certificate of Insurance from the Moving Company listing the Association as additional insured, must be submitted prior to the date of the move. The Association requires General Liability coverage in the minimum amount of **One Million Dollars (\$1,000,000.00)**, Automobile Liability and Workers Compensation Insurance as required by State Law.
5. Immediate notice to the Association is required if there is any delay in the start or completion of the move that will prevent the completion of the move on time or in a timely fashion.
6. No bulk items can be left in the receiving area. If you have a bulk item that needs to be disposed of, please contact the management office so we may help you facilitate pick up. There is a \$150.00 fee due at the time you make your pickup request.
7. Items being moved should not be staged and left in hallways or elevator landings. All items should be moved directly into the unit or moving truck.
8. POD's are not permitted.

Deliveries

1. Deliveries are defined as furniture, appliances or construction materials taken to a unit that can be transported in two or less trips on an elevator utilized exclusively for a specific Unit in any 24-hour period. Unit owners and residents may make deliveries of small items purchased during the course of normal, everyday shopping, such as groceries, small appliances, televisions, stereos, etc... as long as exclusive use of the elevator is not required for the delivery and the delivery does not interfere with the day to day activities of the Association's Unit owners and residents. **All Deliveries from vendors must be scheduled with the Association and performed during normal delivery hours as stated below.**
2. All deliveries require a minimum 24-hour notice and reservation of the elevator. Deliveries can be made only between 9 a.m. and 4:30 p.m., Monday through Friday (holidays excluded). A refundable \$1,000.00 security deposit is required at the time of reservation.
3. Immediate notice to the Association is required if there is any problem with the delivery or it has been rescheduled.
4. A Certificate of Insurance from the Delivery Company listing the Association as additional insured, must be submitted prior to the date of the move. The Association requires General Liability coverage in the minimum amount of **One Million Dollars (\$1,000,000.00)**, Automobile Liability and Workers Compensation Insurance as required by State Law.

Acknowledgement by Unit Owner/Lessee:

I acknowledge receipt of the "Move-in/Move-out and Delivery Procedures" and understand that as Unit Owner/Lessee, I am liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my agents or employees. I hereby agree to comply with all of the above requirements and to cause my moving and delivery personnel to comply with these requirements.

Unit # _____ Resident Name _____ Date _____

Resident Signature(s) _____

DELIVERY/MOVING/AUTHORIZATION & DEPOSIT FORM

Name:	Unit:
Deposit Received:	Deposit Returned:
Name of Delivery/ Moving Company:	Date of Move (if available):

I agree that all work performed or delivered to furnish my condominium unit by the above party is being performed on my behalf, by such party as my agent I assume full liability for damages caused by such agent, whether to any person, or whether to my unit, the building, its common elements or the property of any other party. If any damage occurs, the Association, its management of agents, in their sole discretion, will determine if any deduction from the \$1,000.00 deposit is required or if it is required to withhold the \$1,000.00 deposit as payment for repairs and charge my assessment account for any damage requiring repair in excess of the \$1,000.00 deposit.

The above date has been reserved for me and any rescheduling must coincide with an available date on the Association reservation calendar.

I acknowledge that large/heavy deliveries and moving in/out are to be made through the Receiving Entrance (loading dock area) only. Delivery vehicles shall temporarily park in the Receiving Entrance area for garage access during loading and off loading. Commercial vehicles are not permitted in the garage.

Procedures

- 1. Please provide the Management Office one-week notice of move – in date and time.**
- 2. Deposit a check or money order in the amount of \$1,000.00 as a security deposit towards damage (refundable).**
- 3. No overnight storage permitted.**

Notes

1. Movers are not permitted to begin unloading after 2:00pm.
2. No items may be stored or left in the receiving area.
3. Residents or residents’ agent must be at home to accept deliveries of furniture and packages.
4. Residents must take full responsibility for the delivery of large items; Security will not supervise delivery of furniture.
5. Cartons, crates and packing materials must be removed from the property.
6. Trucks, moving vans or other oversized vehicles 13 feet or higher will not be able to unload at the receiving/docking area. Notify your deliverers and movers to use an appropriately sized vehicle.
7. Oversized items that will not fit in the elevator will need to be scheduled for transport through Otis Elevator Company (see Management Office).

I hereby agree to indemnify and hold harmless **CityPlace South Tower Condominium Association, Inc.** and its employees or agents for any claim against the Association arising from any situation in connection with this authorization. I have read and understand the delivery/moving procedures at **CityPlace South Tower Condominium Association, Inc.**

Signature: _____ Date: _____



PARCEL RECEIPT IDEMNIFICATION AND RELEASE FORM

WHEREAS, the undersigned Unit Owner(s) or Tenant(s) in Unit No. _____ of **CityPlace South Tower Condominium Association, Inc.** located at 550 Okeechobee Blvd., West Palm Beach, FL. 33401, is/are desirous of having **CityPlace South Tower Condominium Association, Inc.** (the "Association") and/or First Service Residential. ("FSR") its authorized agent, perform the following service on my/our behalf and not on behalf of the Association:

- 1. Use of key to my/our unit, which Association has to allow access to me or tenants if locked out during applicable business hours as instituted by the Association;
- 2. Accept and sign for UPS, Federal Express, or similar deliveries at front desk or receiving **Association Employees cannot sign for Certified or Insured Deliveries.**

WHEREAS, to protect the Association, FSR, their officers, directors, partners, parent company, members, agents and employees (hereinafter the "Association Parties") from any claims, damages, demands, suits, judgments, actions, causes of actions, debts, sums of money, accounts, claims and demands arising out of, or related to, the services performed hereunder on behalf of the undersigned unit Owner(s) or Tenant(s), I/we agree to indemnify and hold harmless the Association Parties from any such actions, demands, suits, etc., and

WHEREAS, the Association and FSR are not willing to provide the above referenced services to the undersigned unit Owner(s)/Tenant(s) without the benefit of this Indemnification and Release Form.

NOW THEREFORE, for Ten (\$10.00) and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by the Association Parties and the undersigned, it is hereby agreed that the undersigned Unit Owner(s) or Tenant(s) hereby agrees/agree to hold harmless and indemnify the Association Parties from any claims, demands, suits, etc., including, but not limited to reasonable attorney's fees and costs whether pre-litigation, or at the trial or appellate levels, if applicable, against it or them by any party, resulting from or related to the performance or the above services for the undersigned and the undersigned hereby releases said Association Parties and will not assert any claims against such Association Parties for services performed hereunder. This indemnification and hold harmless shall apply even in those situations where the claims may result directly or indirectly, in whole or in part from the negligence of the Association Parties. The Association and/or TCG shall have the right to limit or condition performance of the above-referenced services as either of said parties may reasonably determine from time to time in the exercise of its sole discretion.

Unit Owner(s)/Tenant(s) (signing on behalf of all owners/tenants of the unit designated above) Date: _____

Witness: Date: _____

VEHICLE REGISTRATION FORM

Unit #: _____

Unit Owner or Lessee Name: _____

***** Please verify with your real estate agent/current owner how many parking spaces are assigned to the unit you are applying for. CityPlace South Tower has limited assigned parking and does not guarantee parking other than the unit's assigned space(s). Initials: _____**

Vehicle Owner's Name: _____

Vehicle 1 Make: _____ Model: _____

Space # Year: _____ Color: _____

_____ Tag # _____ State: _____

Vehicle Owner's Name: _____

Vehicle 2 Make: _____ Model: _____

Space # Year: _____ Color: _____

_____ Tag # _____ State: _____

Vehicle Owner's Name: _____

Vehicle 3 Make: _____ Model: _____

Space # Year: _____ Color: _____

_____ Tag # _____ State: _____

NOTE: Vehicles must be parked in assigned space(s) only. Residents cannot use a valet space, handicap space, 1st floor vendor parking or Kiwi Street to park additional vehicle(s).

Any unauthorized vehicles are subject to being booted/towed at the vehicle owner's expense.

Signature(s): _____

PET REGISTRATION FORM

(Complete one form per pet)

Unit Owner or Resident Name: _____ Unit #: _____

Type of Pet: DOG CAT (See below for Restrictions)

Is the Pet a Service/Emotional Support Animal YES NO (If YES - Must provide documentation)

Pet's Name: _____ Pet's Age: _____ Pet's Weight: _____ LBS

Breed (be specific): _____ Description/Color: _____

Pet's License/Tag Number: _____ (MUST PROVIDE DOCUMENTATION)

PLEASE ATTACH PHOTO OF PET

RULES REGARDING PETS

To protect the property of CityPlace South Tower and, to promote the health, safety and, welfare of its residents, the Board of Directors deems it reasonable to reserve the right to decide what animals are considered dangerous and not permitted in the units. Only unit owners or, registered residents, whose lease permits pets, will be allowed to have up to two (2) pets on premises and, are limited to two (2) dogs, whose combined weight may not exceed ninety (90) pounds. **The following breeds are not approved by the Board and not allowed on the Condominium property under any circumstances: Pitbull (or any variation or combination of the Pitbull breed), Doberman Pinscher, Rottweiler and Akita.**

- Registered residents are required to keep their pets on leashes or, within containers when in the common areas of the building and, to insure their pets refrain from disorderly conduct. Pets are not allowed on the pool deck. The Association reserves the right to remove any pets which are disorderly or, not on leashes or, not within containers, through appropriate animal authorities, without notice to the owner of the pet. A violation of the provisions of his paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine the applicable owner and/or to require any pet to be permanently removed from the Condominium property.
- Within 30 days of moving into a residence with a pet, unit owners or registered **residents must provide the Association with a photo of their pet, its vaccination records and proof of County licensing.** Proof of breed may be requested by Management at any time during the pet's residency on the property. The Board reserves the right to decline, or demand removal of any pet for which the above procedures are not followed or which it perceives as a potential threat to the common safety of the general Community.
- Tropical birds and fish may be maintained in a Unit as domestic pets only, in reasonable numbers, with prior written consent of the Board of Directors.
- No snakes, lizards or, exotic animals are allowed.

I am aware of **CityPlace South Tower Condominium Association's** Rules, Regulations and Restrictions regarding pets on the property and, agree to abide by them.

Resident Signature: _____ Date: _____

PLEASE RETURN THIS FORM WITH PHOTO AND PET DOCUMENTATION TO THE MANAGEMENT OFFICE



ACKNOWLEDGMENT OF RULES & REGULATIONS

CityPlace South Tower Condominiums
550 Okeechobee Blvd,
West Palm Beach, FL 33401

Date: _____

Unit Number: _____

Resident Name(s): _____

(Please Print)

Every applicable Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other remedies, a fine or fines may be imposed upon an Owner for failure of an Owner, or such Owner's family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, provided that the procedures set forth in the Declaration for fining are adhered to. Fines shall not be construed to be an exclusive remedy and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending Owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner or occupant.

I/We hereby acknowledge that I/We have received a copy and will abide by of the rules & regulations of CityPlace South Tower Condominiums.

AGREED BY:

Resident Signature: _____

Resident Signature: _____