



ALMERIA PARK CONDOMINIUM ASSOCIATION, INC.
357 Almeria Avenue Coral Gables, FL 33134

Application for Lease

Applicant Name #1: _____

357 Almeria Ave Unit: _____ PHONE: _____

EMAIL: _____

Applicant Name # 2: _____

357 Almeria Ave Unit: _____ PHONE: _____

EMAIL: _____

Applications along with the below requested information deliver to:
Management Office 357 Almeria Ave Suite 100 Coral Gables, FL 33134



ALMERIA PARK CONDOMINIUM ASSOCIATION, INC.
357 Almeria Avenue Coral Gables, FL 33134

Resident Orientation Checklist

UNIT # _____

Received On/By: _____
Reviewed On/By: _____

For Office Use Only

ITEMS

1. Association application	_____
2. Copy of lease	_____
3. Fees	_____
4. Picture ID for all prospective tenant(s)	_____
5. United screening application (attached) completed	_____
6. Building Security Deposit (equal to a month rent)	_____
7. Personal Interview, once background check is received	_____
8. Leasing Guidelines	_____
9. Contact information form	_____
10. Mailing Address Notification	_____
11. Vehicle & Motorcycle/Bicycle registration	_____
12. Emergency Contact & Assistance Survey	_____
13. Pet agreement	_____
14. Package Receipt Authorization	_____
15. Access Authorization	_____
16. Affidavit Of Resident	_____
17. Association Rules and Regulations	_____

Screening Fee: Cashier Check _____ Money Order _____ Date Received _____

**1-All money orders and cashier checks must be payable to: Almeria Park
Condominium Association, Inc.**



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LEASING

Please complete the attached application. (*see management office for application form*). Do not leave any spaces blank. The application will not be processed unless we have a copy of your lease attached. Return this completed application to Almeria Park Condominium Association Management office. Money Order or Cashier Check in the amount of \$150.00 per applicant over 18 years old, married couple \$ 150.00 Marriage Certificate is required. Foreign nationals will be charged a fee of \$250.00 Money Orders or Cashier Check are payable to Almeria Park Condominium Association, Inc.

You must bring the following:

- **Copy of Lease agreement Valid for 1 year**
- **Picture ID for all prospective tenant(s)**
- **Association Application**
- **Common Area Security Deposit equal to a month rent)**

Please be advised that leasing of the units shall be subject to the prior written approval of the Association. Prior to move in, every lease of a unit shall require a deposit from the prospective tenant/owner in an amount not to exceed one (1) month's rent ("Deposit"), to be held in an escrow account maintained by the Association. This security deposit is against damage to the common areas and is refundable within 15 days upon inspection of common elements after termination of lease, **if there is no damage to the common elements. A tenant may NOT, under any circumstances, sublet the unit (or any portion thereof) to any other person or permit occupancy by any other person.**

No Lease and renewals shall be for a term of less than one (6) month and a Unit Owner may not lease a Unit more than 2 times in any calendar year.

**APPLICATIONS WILL ONLY BE REVIEW BY THE BOARD FOR APPROVAL
ON THE 1ST AND 15TH OF THE MONTH.**

Once you have been screened and approved, you may contact the Management Office at (305) 444-6023 and schedule your move in date.

All moves require 5 days advance reservation and a refundable \$ 200.00 security deposit.



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It is the unit owner's responsibility to turn over all Condominium Keys, including Access cards, to the lessee at the time of commencement. Under no circumstances may applicant(s) be given access cards, unit keys, or be authorized to move in, before the approval of the Board of Directors.

On the expiration date of a valid lease, access cards for that unit will be de-programmed. Therefore, any planned renewal of a lease must be completed and a copy of the renewal agreement and third-party Lease Addendum must be submitted to the management office prior to original lease expiration. Renewals of leases are subject to review, although no credit check may be necessary.

Signature and Print Name/Date

TABLE OF CONTENTS

1. Summary and Information forms

- Leasing Guidelines
- Resident/ Contact information form
- Mailing Address Notification
- Vehicle & Motorcycle/Bicycle registration
- Emergency Contact
- Emergency Assistance Survey
- Pet agreement
- Package Receipt Authorization
- Access Authorization
- Affidavit Of Resident
- Association Rules and Regulations

2. Move-In Information

- Delivery &/or move in - move out request.



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Resident/Contact Information

Unit Owner/Resident: _____ Unit #: _____

Please list all resident living in the unit.

1 Name: _____ Last Name: _____ Phone/Cell # _____

Work # _____ Fax _____ Email: _____

2 Name: _____ Last Name: _____ Phone/Cell # _____

Work # _____ Fax _____ Email: _____

3 Name: _____ Last Name: _____ Phone/Cell # _____

Work # _____ Fax _____ Email: _____

4 Name: _____ Last Name: _____ Phone/Cell # _____

Work # _____ Fax _____ Email: _____

5 Name: _____ Last Name: _____ Phone/Cell # _____

Work # _____ Fax _____ Email: _____



ALMERIA PARK CONDOMINIUM ASSOCIATION, INC.
357 Almeria Avenue Coral Gables, FL 33134

MAILING ADDRESS NOTIFICATION

Property Address: 357 ALMERIA AVENUE UNIT # _____

CORAL GABLES, FLORIDA 33134

PLEASE MAIL ALL CORRESPONDENCE RELATING TO THE ABOVE PROPERTY TO:

The above property address.

The following address

Mailing Address: _____

If **Almeria Park Condominium Association** is not to be considered as your primary residences, please indicate the dates between which you expect to reside here.

From: _____ To: _____



ALMERIA PARK CONDOMINIUM ASSOCIATION, INC.
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VEHICLE AND DECAL REGISTRATION

357 Almeria Ave Unit: _____

Tenant/Resident Name: _____

Vehicle #1 (Vehicle owner's name) _____

Make _____ Model _____ Year _____ Color _____

Tag# _____ State: _____ Parking Space# _____ Decal# _____

Vehicle #2 (Vehicle owner's name) _____

Make _____ Model _____ Year _____ Color _____

Tag# _____ State: _____ Parking Space# _____ Decal# _____

MOTORCYCLE OR BICYCLE REGISTRATION FORM

Bicycle #1 (Bicycle owner's name) _____

Make _____ Model _____ Color _____ Serial # _____

Bicycle #2 (Bicycle owner's name) _____

Make _____ Model _____ Color _____ Serial # _____

Resident's signature: _____ Date: _____

Resident's signature: _____ Date: _____



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For additional vehicles and/or Bicycle please request a copy of this form from management.

EMERGENCY CONTACT

Unit: _____

Resident's Name(s): _____

Resident's Telephone: _____ Email: _____

In the event of an emergency, Management will attempt to contact the resident(s) noted above. However, if Management is unable to reach the resident(s), Management will make an effort to contact the following individual(s):

Emergency Contact Name: _____ Phone # _____

Emergency Contact Name: _____ Phone # _____

Emergency Contact Name: _____ Phone # _____

Signature: _____ Date: _____



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EMERGENCY ASSISTANCE SURVEY

Please help us update our emergency assistance records by completing the questions below. The emergency assistance record is a compilation of all residents requiring special assistance and including resident information on special need for assistance. Please communicate the arrangements made for care, and specifics of these arrangements below. This information might be helpful for fire or EMT personnel, should they request it while on property for an emergency call.

Name: _____ Unit: _____ Telephone: _____

DO YOU HAVE A DISABILITY THAT WOULD PREVENT YOU FROM EXITING THE BUILDING UNASSISTED SHOULD THE ELEVATORS NOT BE AVAILABLE?

Would you be able to walk down the fire exit stairwell if the elevators were not available?

YES NO

Are you wheelchair bound?

YES NO

If yes, please describe the nature of this disability: _____

IN CASE OF EMERGENCY, LIST THE FOLLOWING CONTACTS:

Name: _____ Telephone: _____
Relative Contact Information

Name: _____ Telephone: _____
Physician Contact Information

What special arrangements have you made to receive assistance in case of an emergency?



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PET ACQUISITION AGREEMENT

I, _____ as RENTER of unit # _____
certify that I do not have any pets living in the specified unit.

I agree and understand I must:

1st: Comply with the Condominium Rules & Regulations pertaining to **No Pets**.

Signature

Print Name

Date



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PACKAGE RECEIPT AUTHORIZATION

THE UNDERSIGNED, owner(s) / tenant(s) of Unit # Almeria Park
Condominium Association, hereby authorize(s) the Condominium Association's front desk personnel to accept, receive and sign for any parcels 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, I/we hereby release the Condominium Association, its employees, agents and assignees, from any liability arising from this authorization, including, without limitation, liability arising from its employees, agents and assignees, in such regard.

Executed on _____ day of _____, 200____.

By: _____
Print Name

Signature



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ACCESS AUTHORIZATION

It is standard procedure for the front desk to contact residents prior to granting their visitor(s) access into the premises, except if the visitor has been previously authorized (in writing) by the resident. Otherwise, if the front desk is unable to obtain verbal authorization from the resident, the visitor will be turned away.

Therefore, if an owner/tenant wishes to authorize access to their unit during an absence from the property, this form must be used to designate such authorization. Access will be permitted to all parties listed below.

It is the sole responsibility of the owner/tenant to make all arrangements for their guest(s) to have access to their unit; the resident must provide unit keys for the authorized party. **Management will not be responsible to provide the below named visitor keys under any circumstances.**

Further, I agree that I am fully responsible for my guests' actions while at **Gables Park Tower Condominium** and have explained to my guests' that they must abide by all governing documents including Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules and Regulation

Name _____ **Unit #** _____

Hereby authorize access for the following person(s):

CALL UNIT BEFORE GRANTING ACCESS	DO NOT CALL UNIT	NAME	REASON FOR AUTHORIZATION
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Resident/Tenant's Signature

Date



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AFFIDAVIT OF RESIDENT

I/We hereby agree for me and on behalf of all persons who may use the unit which I/We seek to purchase or lease at Almeria Park Condominium, that I/We will comply with the By-Laws, Rules and Regulations or restrictions which are in affect now or which may, in the future, be imposed by the Board of Directors.

I/WE have received a copy of all Condominium Documents
Yes _____ No _____

I/We have received a copy of all Rules and Regulations
Yes _____ No _____

IN WITNESS WHEREOF, I/WE have executed the foregoing application
on this _____ day of _____, 20__.

Renter signature

Renter --PRINTED NAME

Unit owner—PRINTED NAME

Signature of current unit owner



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Rules & Regulations Acknowledgment

I _____ have received read and understand all the rules and regulations for Almeria Park Condominium.

Date of the interview: _____

Thank you in advance for your anticipated compliance and cooperation.

Applicant Signature

Date



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DELIVERIES/MOVE INS AND OUTS REQUEST FORM

Resident' Name(s): _____ Unit #: _____

Move-in/ Move-Out Requested move date: _____

\$100 Refundable Security Deposit, received by / date: _____

READ CAREFULLY

If the resident causes any damages to any part of the property during a move, or if any of said resident's guest/movers/contractors causes said damage, that resident is responsible for the full cost to repair those damages and will be billed by the Association accordingly. **A contractor Access Request Form must be completed for any moving contractors, and all required documentation must be provided before moving contractors will be allowed on property (see enclosed).**

A refundable security deposit of \$100.00 is required to secure a reservation for a moving date. This deposit will be deposited by the Association, and returned within 10 days after the move, provided no damage has occurred. Any rescheduling must coincide with an available date on the Association receiving area reservation calendar. **All moves must be scheduled no less than 14 days in advance, and must take place during the following hours:**

Monday through Friday- 8:00 a.m. until 4:00 p.m.

4:00 p.m. to 5:00 p.m. a \$ 20.00 penalty will be deducted from the security deposit

5:00 p.m. to 6:00 p.m. a \$ 30.00 penalty will be deducted from the security deposit

Under no circumstances moving will be allowed after 6:00 p.m.

Saturday, Sunday, or Holidays - Moving is not permitted

Please provide Management with a "Certificate of Liability" of the selected company being used for move/in, move/out or delivery naming Almeria Park Condominium as the Certificate Holder.

All deliveries and moving vehicles must park in the designated receiving area, on the alley.

No items may be stored or left in the receiving area.

Residents or residents' agent must be at home to accept deliveries of furniture and packages.

Residents must take full responsibility for the delivery of large items; Concierge will not supervise delivery of furniture.



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Oversized items that will not fit in the elevator will need to be scheduled for transport through Otis Elevator Company (see Management Office).

No overnight storage permitted.

Removal of all packaging materials, boxes, and other thrash is the resident's responsibility. Movers MUST remove all such materials from premises. Under no circumstances may any of these materials be placed in the building trash chutes or left in common areas such as a hallway garage. If any of my moving materials are disposed of improperly, the Association will bill me for the cost of removing said materials.

I here agree to indemnify and hold harmless Almeria Park Condominium and its employees or agents for any claim against the Association arising from any situation in connection with this authorization.

I HAVE READ, AND FULLY UNDERSTAND AND AGREE TO THE ABOVE.

Resident Signature/Date:

Resident Signature/Date:



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HURRICANE PREPAREDNESS

Hurricane season begins June 1st and continues through the month of November. Before the season begins, it is important that you take time to review your storm plan with your family to ensure that you will be prepared in the event of an approaching storm. **The Miami Herald, Sun Sentinel and Publix Supermarkets** publish excellent guidelines and supply information so that you can be ready.

As you know, there will be no basic services during or immediately after a hurricane (i.e. police, medical or fire). All personnel and residents must evacuate in the event of an evacuation order. Thus, if you elect to remain in your home, you will be on your own. You should make arrangements to go to a safe place during the storm. After you have made plans, please advise the management office in writing where you will be and how you may be reached. **PERSONS WITH SPECIAL NEEDS SHOULD REGISTER WITH THE COUNTY OFFICE OF EMERGENCY MANAGEMENT FOR ASSISTANCE AT 305-513-7700.**

The association has limited ability to protect against initial damages. All homeowners and residents **must** remove potentially dangerous loose articles from balconies and patios. You **must** secure your own windows and doors. With limited staff members (who also need to protect their respective families and homes), time does not permit the association to make preparations for residents, and most of the efforts will be concentrated on common areas.

If you have storm shutters, you should check them for proper operation. If you do not have homeowner's insurance, you may want to purchase it now. Unit owners and occupants shall be responsible for removing their vehicles and other property from the parking areas upon the issuance of a tropical storm or hurricane warning. If you are leaving your home before or during hurricane season, you should make arrangements to remove everything from your balcony and designate a firm or an individual to be responsible for the care of your unit in the event of a hurricane.

Please advise the management office in writing of any emergency contacts.

Thank you for your complete attention to this important matter. **Having a plan in place will help protect you and your property.**



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“BEFORE YOU HIT THE CEILING”

Have you ever seen a warning for underground lines from BellSouth or a natural gas company?

It is important to call the Association office before you drill into the ceiling or floor of your unit. From time to time, we receive inquiries about ceiling fan replacements or securing items into the floor. The rule of thumb, when considering such activities, is maximum 5/8-inch penetration (after Board of Directors approval). Adherence to this guideline prevents damage to the post tension support cables in the slab. This penetration must be limited to anchor use only. Channeling through the floor or ceiling is strictly prohibited.

Why is this precaution so important?

The building is supported with an intricate pattern of steel cables imbedded in the concrete slab. This provides the structural strength of the building. After the concrete has set, the cables are pulled outward, adding stress. The cables are then anchored at the edges of the slab. **This is called “post tension”**. Drilling into the slab may pierce a cable, which may be linked to cutting a taut rubber band with a knife. The cable may break with great force and intensity. In some cases, the concrete has given way under the broken cable, causing personal injury and property damage. Repairs are very costly and inconvenient.

Sound proofing

The association requires sound proofing to be installed prior installation of floor system. Contractor shall submit Rules & Sound proof forms to management. Contractor shall receive approval prior commencement of any work.

Please contact the Management Office before drilling into the floor or ceiling and installation of flooring.



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10 TIPS FOR FIRE SAFETY

1. Install smoke detectors - smoke detectors can alert you to a fire in your home in time for you to escape, even if you are sleeping. Test detectors every month, following the manufacturer's directions, and replace batteries once a year, or whenever a detector "chirps" to signal low battery power. Never "borrow" a smoke detector's battery for another use – a disabled detector can not save your life. Replace detectors that are more than 10 years old.
2. Plan your escape from fire - if a fire breaks out in your home, you have to get out fast. To prepare, sit down with your family and agree on an escape plan. Be sure everyone knows at least two unobstructed exits – doors and windows – from every room (if you live in an apartment building, do not include elevators in your escape plan). Decide on a meeting place outside where everyone will meet after they escape. Have your entire household practice your escape plan at least twice a year.
3. Keep an eye on smokers - careless smoking is the leading cause of fire deaths in North America. Never smoke in bed or when you are drowsy. Provide smokers with large, deep, non-tip ashtrays and soak butts with water before discarding them. Before going to bed or leaving home after someone has been smoking, check under and around cushions and upholstered furniture for smoldering cigarettes.
4. Cook carefully - never leave cooking unattended. Keep cooking areas clear of combustibles and wear clothes with short or tight-fitting sleeves when you cook. Turn pot handles inward on the stove where you can not bump them and children can not grab them. If grease catches fire in a pan, slide a lid over the pan to smother the flames and turn off the heat source. Keep lid on until pan is completely cooled.
5. Give space heaters - space keep portable and space heaters at least three feet (one meter) away from anything that can burn. Keep children and pets away from heaters and never leave heaters on when you leave home or go to bed.
6. Matches and lighters - tools, not toys – in a child's hand matches and lighters can be deadly. Buy child-resistant lighters and store all matches and lighters up high, where kids cannot see or reach them (preferably in a locked cabinet). Teach your children that lighters and matches are tools, not toys, and should only be used by adults or with adult supervision. Teach small children to tell a grownup if they find matches or lighters; older children should bring matches and lighters to adults immediately.
7. Cool a burn - run cool water over a burn for 10 to 15 minutes. If the burned skin blisters, or is charred, see a doctor immediately.
8. Use electricity safely - if an electric appliance smokes or has an unusual smell, unplug it immediately, then have it serviced before using it again. Replace any electrical cord that is cracked or frayed. Do not overload extension cords or run them under rugs. Do not tamper with your fuse box or use improper-sized fuses.
9. Crawl low under smoke - during a fire, smoke and poisonous gases rise with the heat. The air is cleaner near the floor. If you must escape through smoke, crawl on your hands and knees to the nearest exit, keeping your head 12 to 24 inches (30 to 60 cm) above the floor
10. Stop, drop, and roll if your clothes catch fire, do not run. Stop where you are, drop to the ground, cover your face with your hands, and roll repeatedly to smother the flames.