

REGISTRATION GUIDELINES



1. PRADO CONDOMINIUM ASSOCIATION REQUIREMENTS TO REGISTER ARE THE FOLLOWING:

• **NEW TENANT**

☐ EXECUTED LEASE AGREEMENT WITH EXECUTED ASSOCIATION ADDENDUM TO LEASE FOR ALL LEASES AND COMPLETED REGISTRATION PACKAGE WITH ALL CHECKS — **APPLICATION + LEASE + ADDENDUM + CHECKS MUST BE RECEIVED AT THE OFFICE NO LATER THAN FIVE (5) DAYS PRIOR TO THE LEASE START DATE — INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED/ACCEPTED;** YOU MAY SEND YOUR COMPLETE PACKAGE VIA E-MAIL (PRADOAA@FSRESIDENTIAL.COM), FAXED 561-659-9788, MAILED OR DELIVERED IN-PERSON.

☐ A **REFUNDABLE** SECURITY DEPOSIT OF \$500.00; MAKE CHECK PAYABLE TO: THE PRADO CONDOMINIUM (REFUNDED NO LATER THAN 30 DAYS OF THE LEASE END DATE). *DO NOT COMBINE CHECK AMOUNTS*

☐ A **NON-REFUNDABLE** MOVE-IN/-OUT FEE (WEEKDAY MOVE) OF **\$250.00** FOR ALL UNFURNISHED UNITS AND **\$125.00** FOR FURNISHED UNITS PER MOVE/PERSON; CHECK OR MONEY ORDER ONLY PAYABLE TO: THE PRADO CONDOMINIUM. IF A UNIT HAS MULTIPLE TENANTS, AND MULTIPLE "MOVE-INS", THE FEES ARE PAID FOR EACH TIME A NEW TENANT MOVES IN/OUT. **SATURDAY** MOVE-IN IS AVAILABLE ONLY FROM 9AM TO 12NOON AT THE NON-REFUNDABLE RATE OF **\$500.00** PER MOVE/PERSON. **ALL MOVES REQUIRE A MINIMUM SEVEN (7) DAY NOTICE AND RESERVATION OF THE ELEVATOR.**

☐ A **NON-REFUNDABLE** PET FEE OF \$250.00; MAXIMUM OF **ONE PET PER UNIT** WHICH SHALL **NOT EXCEED 50 LBS.**; CHECK OR MONEY ORDER ONLY PAYABLE TO: THE PRADO CONDOMINIUM. FAILING TO REGISTER YOUR PETS WILL RESULT IN AN ADDITIONAL \$100.00 FINE TO THE ORIGINAL FEE.

☐ IF USING A **MOVING/DELIVERY COMPANY:** RESIDENT MUST SCHEDULE WITH MANAGEMENT OFFICE DATE OF MOVE-IN/-OUT OR DELIVERY AND PROVIDE A COPY OF THEIR CERTIFICATE OF LIABILITY INSURANCE (FAX: 561-659-9788) HAVING THE PRADO CONDOMINIUM AS THE CERTIFICATE HOLDER IS NEEDED. **ALL** CERTIFICATES MUST BE RECEIVED AT LEAST **24 HOURS** PRIOR TO YOUR MOVE-IN DATE. FAILING TO PROVIDE THE APPROPRIATE PAPERWORK WILL RESULT IN FINES AND/OR CANCELLATION OF YOUR MOVE-IN.

☐ (**48 HRS. PRIOR MOVE-IN/-OUT**) CALL TO SCHEDULE YOUR MOVE-IN/-OUT TIME AND RESERVE AN ELEVATOR (IF NECESSARY). MOVE-IN/-OUT HOURS: MONDAY THROUGH FRIDAY; ELEVATOR HOURS 9AM — 12PM OR 1PM— 4PM. MOVE-IN/-OUT NOT AVAILABLE ON HOLIDAYS. SATURDAY MOVE-IN/-OUT AVAILABLE FOR AN ADDITIONAL FEE *CONTACT THE OFFICE FOR DETAILS

☐ FOBs ARE UPDATED AT ORIENTATION (ONE PER TENANT LISTED ON THE LEASE). APPOINTMENT IS REQUIRED AND FOBs WILL BE PROGRAMMED AND REGISTERED TO EACH RESIDENT; ACCESS WILL EXPIRE ON THE LAST DAY OF THE LEASE TERM. **IT IS THE RESPONSIBILITY OF THE OWNER/TENANT TO INSURE THAT THE MANAGEMENT OFFICE RECEIVES AN EXTENSION/ RENEWAL OF THE LEASE TERM PRIOR TO LEASE EXPIRATION TO AVOID ACCESS BEING DENIED.**

• **NEW OWNERS:** ALL OF THE ABOVE PLUS A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT.

2. ALL NEW RESIDENTS ARE REQUIRED TO CALL THE MANAGEMENT OFFICE FOR AN APPOINTMENT AFTER ALL THE NECESSARY PAPERWORK HAS BEEN FILLED-OUT TO FINALIZE YOUR REGISTRATION. APPOINTMENTS ARE AVAILABLE MONDAY THROUGH FRIDAY FROM 9AM TO 5PM. YOU MAY SCHEDULE YOUR APPOINTMENT BY CALLING THE MANAGEMENT OFFICE AT **561-659-2433 EXT. 203** OR VIA E-MAIL PRADOAA@FSRESIDENTIAL.COM.

3. DOOR FOBs AND GARAGE GATE BARCODE READERS ARE AVAILABLE FOR PURCHASE AT THE MANAGEMENT OFFICE.

- DOOR FOB: \$50/EA
- GATE BARCODE READER: \$10/EA
- PARKING DECAL: \$10/EA

WE ACCEPT CHECK OR MONEY ORDER ONLY — DO NOT COMBINE CHECK AMOUNTS — **PAYABLE TO: THE PRADO CONDOMINIUM.**

NEW MAIL BOX KEY CAN ALSO BE PURCHASED FOR \$50.00 CASH ONLY.



CONDOMINIUM ASSOCIATION

Resident Registration

UNIT # _____

CONFIDENTIAL INDIVIDUAL RESIDENT INFORMATION SHEET

Names : _____ & _____

E-Mail: _____ & _____

Cell Phone # _____ & Cell Phone # _____

Names: _____ & _____

E-Mail: _____ & _____

Cell Phone # _____ & Cell Phone # _____

List any other adult or children occupant in unit: _____ (each adult occupant must fill their own registration form)

NAME	RELATIONSHIP	AGE	E-MAIL	PHONE #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NAME	RELATIONSHIP	AGE	E-MAIL	PHONE #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Delivery Notification Preferences:

Mass Communications: _____ E-mail

Packages & Bulk Mail _____ E-mail & Phone Call _____ Opt Out

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? (circle one)

YES

NO

If yes, please explain special needs (i.e. oxygen, wheelchair, blind, hearing impaired, etc.):



PARKING POLICY

APPLICABLE TO ALL MOTOR VEHICLES INCLUDING CARS, MOTORCYCLES AND SCOOTERS

PARKING SPACES

Residents must have their Decal Displayed in the lower land corner of the driver's side windshield, reflecting the parking assignment number. Motorcycles must place their decals in a convenient and visible location. **RETAIL PARKING IS RETAIL CUSTOMERS ONLY.** Any Resident and/or Guest that parks in retail will be booted at their own expense.

All motor vehicles, if parked in the parking garage, must be parked in an assigned and properly marked and designated parking space. Each unit is entitled to one parking space at no charge. Additional spaces may be leased from the Management Office on a first come first served basis for \$100 per month. If an Owner or Resident owns a car and a motorcycle and desires to park both of them in the garage, they will be required to lease a second parking space to park the second motor vehicle in the garage. There will be parking spaces specifically designated for motorcycle parking on levels 2, 3 and 4, which shall be assigned on a first come first served basis. **The fee for motorcycle parking is \$50 per month.**

VEHICLE REGISTRATION

All vehicles, including motorcycles and scooters (new and old) must be registered with Management Office. If you purchase a new vehicle you must register the new information with the Management Office on the next business day and be sure to transfer your decal or you may obtain temporary tag at the front desk (24/7).

ENFORCEMENT

Any motor vehicle, including cars, scooters and motorcycles, that are not properly registered or are parked in an unauthorized space or in an undesignated parking space will be **BOOTED** and/or **TOWED** at the owner's expense without liability to the Association. A booting / towing company will be monitoring the parking garage periodically for vehicles parked without the property corresponding decal and parking space identification. Vehicles will be **booted and/or towed without warning.** Once a boot is in place, the boot will remain in place until 6:00 p.m. and then the vehicle is towed.

Vehicles leaking fluids or fumes will not be permitted in the garage. Any person speeding or driving recklessly in the garage will be fined; Lights should be used at all times while driving in the garage. Owners and residents must keep their parking spaces tidy and free from debris and trash at all times.

There is **NO STORAGE** in the parking spaces and unattended items will be removed.

GUEST/VISITOR PARKING

All guests parking utilize Valet when parking their vehicle on the first come first serve basis. No visitors shall park more than thirty (30) days in the calendar year on valet, all guests that visits The Prado more than thirty (30) days in the calendar year must be registered as residents. **VALET IS ONLY FOR GUESTS/VISITOR PARKING** and **NOT PERMITTED** for Residents with additional vehicles.

All Residents must obtain a temporary parking pass to hang from the rear view mirror of the vehicle in case they wish their visitors to use their designated parking space; residents may also request a seven (7) day pass in case they have a rental car. The passes are only valid for up to seven (7) days and must be renewed each week (no exceptions). Cars with expired passes will be **booted and/or towed without warning.**

BICYCLES

All bicycles must be registered with the Association for security reasons. All bicycles must be parked in a designated bicycle parking area in the parking garage at the Resident's sole risk. It is recommended that all bicycles be chained and locked while in the garage. Any bicycles not in the designated parking area of the garage will be removed without liability to the Association at the Owner's expense. In the event Owners and/or tenants wish to bring a bicycle to their unit, they must utilize elevators 1 (Hibiscus elevator) – 4 (Receiving elevator) only to transport the bicycle. The Owner / tenant will be responsible for any scuff marks or track marks left behind by their transport of the bicycle through the common areas of the building. The unit owner and/or tenant will be responsible for paying for any and all damage to the common areas caused by the bicycle being brought into the building, including but not limited to the repair, cleaning and/or replacement of damaged carpeting or flooring. Bicycles may **NOT** be kept on balconies and must be kept within the units. The Association is not responsible for theft or damage to any bicycles while on Association property.

If you have questions or need assistance, please do not hesitate to contact the Management Office during regular business hours at 561-659-2433 or pradoaa@fsresidential.com

I have read and understood the above referenced Parking Policy for the Prado Condominium Association.

PRINT NAME

SIGNATURE

PRINT NAME

SIGNATURE



PARCEL RECEIPT AUTHORIZATION

TO: THE PRADO Condominium Association

RESIDENT NAME: _____

UNIT #: _____

THE UNDERSIGNED, the leasee(s) of Unit listed above (the "Unit") of THE PRADO hereby authorizes the personnel employed by THE PRADO, (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.

For Security reasons, Parcels with no return address will not be signed for or accepted. **All packages will be returned to sender if they have not been picked up after one (1) week unless prior arrangements have been made. Oversized items cannot be accepted without prior arrangements being made.**

EXECUTED THIS _____ day of _____, 20____

PRINT NAME

SIGNATURE

PRINT NAME

SIGNATURE

NO CERTIFIED OR REGISTERED MAIL WILL BE ACCEPTED!!



PET REGISTRATION FORM

Name: _____ Unit #: _____

Type of Pet (circle one): DOG CAT FISH CAGED DOMESTIC BIRD (household-type)

Pet's Name: _____ Pet's Age: _____

Pet's Weight: _____ Pet's License / Tag Number: _____

Breed (Be specific – give complete description, color, etc.): _____

*PETS – All pets regardless of type must be registered with the Management Office by completing the Pet Registration Form and a **non-refundable \$250 pet fee per pet** is required.

*Guests are prohibited from bringing animals on-site.

*No pets are permitted to urinate or defecate on balconies, terraces or patios. All Pet owners MUST pick up all solid wastes from their pets and dispose of same appropriately.

*A Lessee/Tenant/Owner shall be limited to a maximum of one pet per unit which shall not exceed 50lbs at maturity or less in weight.

Please attach a color photo of your pet here

I am aware of THE PRADO'S Rules, Regulations and Restrictions regarding pets on the property and agree to abide by them.

SIGNATURE

PRINT NAME

TELEPHONE #:

DATE

PLEASE RETURN FORM WITH PHOTO AND REGISTRATION TO THE MANAGEMENT OFFICE