

APPLICATION TO LEASE

UNIT # _____

To: Board of Directors

We will be bound by the Declaration of Condominium, By-Laws, Articles of Incorporation and the Rules & Regulations of the Whitney Condominium Association.

THE ASSOCIATION AND ITS AGENT, IN THE EVENT IT CONSENTS TO A LEASE, IS HEREBY AUTHORIZED TO ACT AS OUR AGENT WITH FULL POWER AND AUTHORITY TO TAKE SUCH ACTION AS MAY BE REQUIRED, IF NECESSARY, TO COMPEL COMPLIANCE BY OUR LESSEE(S) AND/OR THEIR GUESTS, WITH PROVISION OF THE DECLARATION OF CONDOMINIUM OF THE WHITNEY, ITS SUPPORT 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, UNDER APPROPRIATE CIRCUMSTANCE, TO TERMINATE THE LEASEHOLD.

In order for you to facilitate consideration of my/our application for the leasing of the above designated unit, I/we have caused the proposed tenant to complete the attached Lease Application. I/we am/are aware that any falsification or misrepresentation of the facts in the attached application will result in the automatic rejection of the Lease Application. I/we consent that you may have further inquiries concerning this application.

I/we agree Tenant shall not move in unless the Association has approved this tenant's application, and tenant has undergone an Orientation meeting with Property Management office.

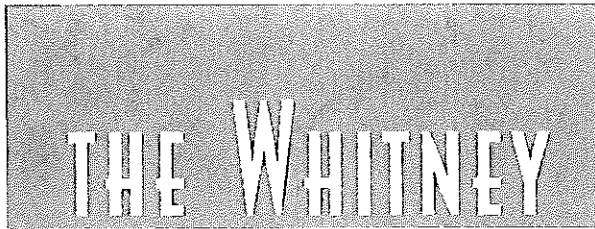
Dated this _____ of _____, 20_____.
(day) (month) (year)

Signed: _____

Print Name _____

Signed: _____

Print Name _____



PROCEDURE FOR LEASING A UNIT AT THE WHITNEY

Leasing Agent/Unit Owner - please follow the directions below when leasing units:

1. At least **14 days** prior to the scheduled lease commencement date, submit to the Association Property Management office:
 - a. Complete Leasing Application packet (available from Property Management office)
The Leasing Application Packet contains:
 - Application to Lease (to be completed by the Leasing Agent/Realtor)
 - Rental Application (to be completed by prospective tenant)
 - b. Criminal & Financial Background Check (processed by leasing agent/realtor)
 - c. Submit copies of two (2) forms of identification (one picture ID)
 - ✕ d. \$100 non-refundable Application fee payable to **The Whitney Condominium Association**
2. Schedule Orientation meeting with Property Management office (after Leasing Agent/Realtor receives written approval & before tenant moves in)
At the Orientation Meeting the following forms are completed by tenant:
 - Resident Contact Information Update form
 - Move In/Move Out & Delivery Policy form
 - Pet Rules Summary form for Tenants
 - Pet Registration form (picture of pet and \$500 pet deposit is required)
 - Vehicle Registration form
 - Parking Rules & Regulations
 - Parcel Receipt Authorization form for Tenants
 - Fitness Center Release FormAt the Orientation Meeting the tenant will receive The Whitney Welcome Book, which includes the Rules & Regulations
3. Schedule Move-In date with Property Management office:
 - ✕ • \$225 Move In fee is required (payable to **The Whitney Condominium Association**)
4. The Property Management office must receive the following **before** tenant moves in:
 - Copy of signed lease (signed by tenant and owner)
 - One months rent payable to **The Whitney** (from the tenant; refunded to tenant when tenant moves out)
 - Completed FPL Change of Service Form

UNIT LEASE CHECKLIST

This checklist is to be used by Property Management office at the Orientation meeting with new tenant(s). This completed checklist and all forms completed by new tenant(s) are filed in Unit file in property management office.

Name of Unit Owner _____ Unit # _____

Leasing Agent _____

To be received from the Unit Owner/Leasing Agent: RECEIVED

- Copy of Signed Lease _____
- \$1000 Security Deposit Check, payable to The Whitney _____
- Unit key(s) - How many? _____
- Mailbox key _____

Name of Tenant(s) _____

Orientation Meeting Date/Time _____

Move In Date/Time _____

To be completed by the Tenant: RECEIVED

- Resident Contact Information form _____
- Move In/Move Out and Delivery Policy for Tenants _____
- Pet Rules Summary for Tenants _____
- Pet Registration form _____
- \$500 per pet deposit, payable to The Whitney _____
- Vehicle Registration form _____
- Parking Rules & Regulations _____
- Parcel Receipt Authorization form for Tenants _____
- Fitness Center Release Form _____
- \$225 Move-In Fee, payable to The Whitney _____
- Change of Service (FPL) form _____

To be given to the Tenant:

- The Whitney Welcome Book _____
(Rules and Regulations included in Welcome Book)
- Building Access key fobs - How many? _____
- Assigned parking space # _____
- Garage Access transponder # _____

I acknowledge receipt *(and completion, where applicable)* of the items above.

Tenant Signature

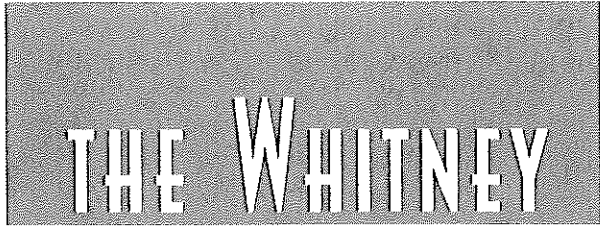
Date

Tenant Signature

Date

Property Manager Signature

Date



RENTAL APPLICATION

Complete all questions. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Missing information will cause delays. All information will be verified.

RENTAL UNIT

Unit # _____ Rent per month _____ Lease Term _____

Move-In Date _____

APPLICANT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Social Security # _____ Date of Birth ____/____/____

Driver's License # _____ State Issued _____

Passport # _____ Country _____

Telephone # _____ Email Address _____

CO-APPLICANT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Social Security # _____ Date of Birth ____/____/____

Driver's License # _____ State Issued _____

Passport # _____ Country _____

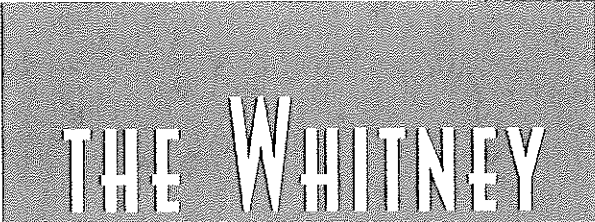
Telephone # _____ Email Address _____

CURRENT RESIDENCE

Address _____

City _____ State _____ Zip Code _____ Country _____

How long have you lived at this address? _____ Own or Rent? _____



If rented, landlord's name _____ Telephone # _____

EMPLOYMENT HISTORY

Applicant's Employer _____ How long? _____

Address _____ City _____ State _____ Zip _____

Occupation/Position _____ Supervisor Name _____

Telephone # _____ Salary (including commission if any) _____

Co-Applicant's Employer _____ How long? _____

Address _____ City _____ State _____ Zip _____

Occupation/Position _____ Supervisor Name _____

Telephone # _____ Salary (including commission if any) _____

FINANCIAL HISTORY

Bank Account # _____ Checking or Savings Account? _____

Bank Name _____

Bank Account # _____ Checking or Savings Account? _____

Bank Name _____

Have you and/or co-applicant ever filed for bankruptcy? _____ If so, when _____

Have you and/or co-applicant ever been evicted from any tenancy? _____

Ever broken a lease? _____ Ever sued? _____

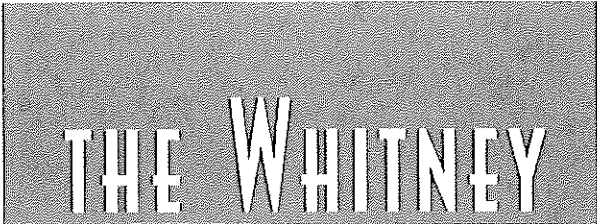
CONVICTIONS

Have you and/or the co-applicant ever been arrested or convicted of any crime?

(Include misdemeanors, DUI, etc.) _____

Are any criminal charges pending? _____ If yes, where? _____

Please explain _____



PERSONAL REFERENCES *(not family members)*

Name _____ Relationship _____ Telephone # _____

Name _____ Relationship _____ Telephone # _____

EMERGENCY CONTACT INFORMATION

Name _____ Telephone # _____

Address _____ City/State/Zip _____

List other occupant(s) residing with you in this unit

Name _____ Relationship _____ Telephone # _____

Name _____ Relationship _____ Telephone # _____

PETS

Do you have pets? _____ If yes, what kind & how many? _____

Breed _____ Age _____ Weight _____ Sex _____
Neutered? _____

Breed _____ Age _____ Weight _____ Sex _____
Neutered? _____

VEHICLE INFORMATION

Vehicle Make/Model/Color _____

Year _____ License Plate # _____ State _____ Insured by _____

Second Vehicle Make/Model/Color _____

Year _____ License Plate # _____ State _____ Insured by _____



RESIDENT CONTACT INFORMATION

Please fill out this form to ensure that your contact information is correct in the front desk database. Contact information is not published or shared with other residents.

Resident Name _____ Unit # _____

Mailing Address (if other than The Whitney address) _____

Telephone Numbers: Home _____ Work _____ Cell _____

Email address _____

List other occupants in this unit:

Do you and/or anyone in your household have restricted mobility, requiring assistance in the event of an emergency? _____ Yes _____ No
If yes, please explain special needs (ie. Oxygen, wheelchair, sight or hearing impaired, etc.)

In case of emergency, I give The Whitney staff permission to notify:

Name _____ Relationship _____ Telephone # _____

I understand that the above named emergency contact also has permission to remove my belongings in case I am unable to do so. _____
(Initial)

Vehicle Information

Make/Model/Year _____

Color _____ License Plate # _____ Registered to: _____

Make/Model/Year _____

Color _____ License Plate # _____ Registered to: _____

Pet Information

Do you have pets? _____ If yes, what kind & how many? _____

Breed _____ Age _____ Weight _____ Sex _____ Neutered? _____

Breed _____ Age _____ Weight _____ Sex _____ Neutered? _____

Resident Signature _____

Date _____

MOVE IN/MOVE OUT AND DELIVERY POLICY FOR TENANTS

All move-ins/move-outs and deliveries utilize the freight elevator in the West Lobby. Contact the property management office to schedule and reserve the freight elevator. No move-ins/move-outs or deliveries are allowed through the East Lobby.

MOVE-IN/MOVE-OUT

A move-in is defined as furniture, appliances and/or boxes taken to a unit that requires two or more trips on an elevator in a 24 hour period. A \$225 move-in fee payable to The Whitney Condominium Association is due when reserving the elevator prior to the move-in.

A move-out is defined as furniture, appliances and/or boxes taken from a unit that requires two or more trips on an elevator in a 24 hour period. Any repair costs due to damage incurred in common areas during the move-out will be charged to the unit owner, who will deduct this expense from the tenant's security deposit.

- All moves require a minimum 14 day notice to schedule & reserve the freight elevator.
- All moves take place Monday – Friday between 9AM-Noon or 1-4 PM (*holidays excluded*). The property management office must be notified immediately if there is any delay in the start or completion of a move that could prevent the completion of the move within the 3 hour timeslot.
- A Certificate of Insurance from the Moving Company, listing the Association and the Unit Owner as additional insured, must be submitted to the property management office prior to the scheduled move. *The Association requires General Liability coverage (\$500,000 min), Comprehensive Auto Liability Insurance coverage (\$500,000 min), and Workers Compensation Insurance as required by State Law.*

DELIVERIES

A delivery is defined as furniture, appliances or construction materials taken to a unit that can be transported in one trip on the freight elevator. *Residents can make deliveries of small items purchased during the course of normal, everyday shopping (groceries, small appliances, TVs, stereos), as long as exclusive use of the elevator is NOT required for a delivery, and the delivery does NOT interfere with the day to day activities of the Association's unit owners/residents.* ALL vendor deliveries MUST be scheduled through the property management office and occur during normal business hours.

- All deliveries require a 24 hour notice to schedule & reserve the freight elevator.
- All deliveries take place Monday – Friday between 9 AM-4 PM (*holidays excluded*). The property management office must be notified immediately if there is any problem with the delivery or it needs to be re-scheduled.
- A Certificate of Insurance from the Delivery Company, listing the Association and the Unit Owner as additional insured, must be submitted to the property management office prior to the scheduled delivery. *The Association requires General Liability coverage (\$500,000 min), Comprehensive Auto Liability Insurance coverage (\$500,000 min), and Workers Compensation Insurance as required by State Law.*

TENANT ACKNOWLEDGEMENT

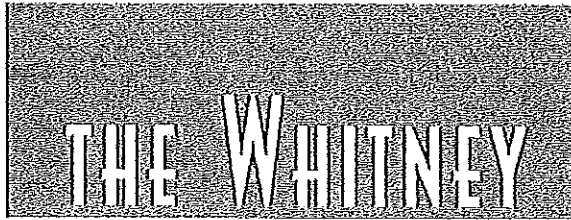
I understand that as a tenant, I am liable for any fines, damages, repairs and related expenses due to negligence by my agents and/or employees. I hereby agree to comply with all of the above requirements, and will require that my moving & delivery services comply with the above requirements.

Tenant Name (*please print*)

Unit #

Tenant Signature

Date



PET RULES SUMMARY FOR TENANTS

The Association amended the Condominium Documents to allow tenants to have pets. However, the total number of tenant pets allowed at The Whitney at any time is twenty (20). Approval is based on a first come-first serve basis and is subject to Board approval.

1. It is understood that the unit owner permits the leasing of their unit to people who own pet(s).
2. All dogs and cats must be approved by the Association as part of the lease application process.
3. All dogs and cats must be registered in the property management office. Completing a Pet Registration Form and paying a \$500 per pet deposit is part of the Orientation process BEFORE a tenant moves into The Whitney. Failure to register a dog or cat with the Association and pay the required \$500 per pet deposit is grounds for immediate termination of the lease.
4. The combined number of dogs and/or cats residing in a unit is limited to two (2).
5. No pet shall exceed 35 lbs. at maturity.
6. Residents must pick up all solid wastes from their pets and dispose of such waste appropriately.
7. All pets must be leashed at all times when outside the unit, and if possible, hand carried in the public areas of the condominium.
8. Dogs may NOT be kept on lanai, patio or balcony when the owner is not in the unit.
9. NO pit bulls, Doberman pinschers, Rottweillers, or mixed breed dogs that include these breeds, are allowed on condominium property at any time.
10. No guest or visitor is allowed to bring an animal onto the condominium property.

I have read the Pet Rules above and will abide by them.

Signature

Date

PET REGISTRATION FORM

Unit Owner or Resident: _____ Unit #: _____

Type of Pet (circle one): DOG, CAT BIRD, OTHER:

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

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

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

If no pets are being registered check here: _____



I acknowledge that permission to have a cat and or dog residing with me in the unit is controlled by the Association documents. I agree that if my pet should prove to be a nuisance, in the sole judgment of the Association, this permission can be immediately rescinded and, at that time, I agree to permanently remove my pet from the property and I may forfeit my entire pet security deposit at the discretion of the Association as an added consequence of such pet-caused nuisance and/or damage. No Pit Bulls, Doberman Pinschers, Rottweiller's or mixed breed dogs containing those breeds or any dogs that may cause harm to any persons are not permitted in any unit or common area.

A \$500 per pet damage/nuisance deposit is required:

Signature _____ Date: _____

PLEASE RETURN THIS FORM WITH PHOTO AND REGISTRATION TO THE MANAGEMENT OFFICE

VEHICLE REGISTRATION FORM

Unit Owner Name: _____ Unit #: _____

Vehicle 1	Make: _____	Model: _____
	Year: _____	Color: _____
	Tag #: _____	State: _____
	Space Assignment: _____	Garage Access/TAG _____
	DECAL # _____	

Vehicle 2	Make: _____	Model: _____
	Year: _____	Color: _____
	Tag #: _____	State: _____
	Space Assignment: _____	Garage Access/TAG _____
	DECAL # _____	

Vehicle 3	Make: _____	Model: _____
	Year: _____	Color: _____
	Tag #: _____	State: _____
	Space Assignment: _____	Garage Access/TAG _____
	DECAL # _____	

**Note: Vehicles must be parked in their assigned space(s) only.
All unauthorized vehicles are subject to be towed at the Owner's expense.**

PARKING RULES AND REGULATIONS FOR TENANTS

Use, Assignment, Rental, Registration and Decals

1. Leasing a Unit includes the use of the unit owner's single assigned parking space, unless a prior arrangement has been made between unit owner and tenant.
2. The Association Board of Directors has the sole right to assign and/or re-assign at its discretion, the use of any given parking space to any given unit owner and/or tenant, provided that written consent is received from the subject unit owner.
3. Tenants must register their vehicle with the property management office by filling out the Vehicle Registration form.
4. Once paperwork is submitted, the property management office will issue a garage fob and vehicle identification decal, which must be displayed on vehicle's lower left driver's side windshield.
5. Each registered vehicle must be parked only its assigned space.

Guest, Visitor and Rental Car Parking

1. There is no visitor or guest designated parking spaces available at The Whitney.
2. A day visitor can inquire at the front desk IF there is a vacant unit and/or available space in the Whitney parking garage. If a vacant space is available, visitors will be issued a temporary parking pass from the front desk & MUST park in the designated parking space assigned to them. Temporary parking passes MUST be displayed on driver's side dashboard.
3. A resident using a rental vehicle in addition to their own registered vehicle MUST follow rules applied to day visitor above, displaying temporary parking pass on dashboard of rental vehicle, and only parking in the designated temporary parking space assigned to them.

Unauthorized Parking

Unauthorized parking includes the following:

- Parking a vehicle that does NOT conform to the above parking rules and regulations
- Parking a vehicles that impedes access to or egress from other parking spaces, or impedes building entryways, exit ways or driveways
- Parking a vehicle such that it is not wholly within the parking space or projects beyond the plane of the columns that border the driveways.

Unauthorized parking shall be grounds for removal of the vehicle, with or without notice, at the expense and risk of the owner.

Conditions and Upkeep

Registered vehicles parked in The Whitney parking garage must be in good working order, have a valid registration and license plate displayed, must NOT emit fumes or discharge emissions more than allowed by law, and must be free of hazards that could injure persons or damage property.

Garage Speed Limit

The maximum speed limit for ALL vehicles, motorized or non-motorized, in The Whitney parking garage and its entryways, exit-ways and driveways is five miles per hour (5 mph).

Vehicle Storage and Restrictions

- Boats, campers, jet skis, large trucks – No trucks or vans exceeding 7500 lbs. or operating on more than 4 wheels or 2 axels, campers, mobile homes, motor homes, boats, jet skis or similar items, or trailers of any kind are to be stored or parked in any area of the condominium property. This provision does not apply to temporary parking of trucks and other commercial vehicles for pick-up, delivery, and/or other commercial services during normal business days/times (Monday-Friday 8 AM-5 PM) when parked where designated by the property management office or front desk.
- Motorcycles and motor scooters – Motorcycles, motor scooters, and other motorized wheeled vehicles must be parked in designated areas unless otherwise approved in writing by the Board.
- Repairs – No vehicle repairs shall be made anywhere on condominium property other than replacement of a flat tire, replacement of wiper blades or recharging a dead battery.
- Leaks – Vehicles leaking fluids are not allowed in the garage. Once the Association has restored a vehicle parking space to its original clean condition where a leak has occurred, the vehicle owner is responsible from that point forward to restore the floor to its original condition should their vehicle continue to leak fluids.
- Storage – Only authorized vehicles may be parked in an assigned parking space; only motorcycles, motor scooters and other motorized wheeled vehicles may be stored in designated parking spaces. No other items, including, but not limited to, construction materials, bicycles, surfboards, beach chairs, baby seats, may be stored in any parking space or parking area.

Bicycles

Bicycles, tricycles and all other non-motorized wheeled vehicles are included in the definition of bicycle.

- Bicycles are stored either in the bicycle racks properly secured, or within the owner's residence. Storage on the balcony or patio of a unit is not permitted.
- Entry & exit to the parking garage and bicycle storage racks is made by walking the bicycle in and out via the garage entry and/or exit ramp.
- Residents who wish to keep their bicycles in their unit MUST walk (not ride) their bicycles through the West Lobby and use the service elevator. Any damage to elevators, hallways or carpeting due to a bicycle's transport must be repaired at the owner's expense.
- All bicycles are to be registered with the Property Management office, and a picture of the bicycle is included in the Unit file. Upon registration, a bike decal is issued and should be properly affixed to the bicycle.
- Bicycle riding is NOT permitted anywhere on the property.

PARKING RULES & REGULATIONS ACKNOWLEDGEMENT

I, _____ acknowledge that I have read the above Parking Rules and Regulations. I understand and agree to comply with any and all of the provisions stated above.

By signing this acknowledgement, I represent all of the residents in Unit # _____.

Signature of Tenant

Date

PARCEL RECEIPT AUTHORIZATION FOR TENANTS

TO: THE WHITNEY CONDOMINIUM ASSOCIATION

TENANT: _____ UNIT # _____

THE UNDERSIGNED, the tenant(s) of the Unit listed above (*the "Unit"*) at The Whitney, hereby authorizes The Whitney Condominium Association, Inc. (*the "Association"*) personnel, 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 and 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.

1. For security reasons, parcels with no return address will not be signed for or accepted.
2. All packages will be returned to sender if they are not picked up after one (1) week, unless prior arrangements have been made.
3. The Whitney has limited storage space behind the Front Desk. Oversized Items cannot be accepted without prior arrangements being made.
4. Perishable items will be held for twenty-four (24) hours ONLY.
5. No CERTIFIED or REGISTERED mail will be accepted.

EXECUTED THIS _____ day of _____, 20_____

By: _____
Signature of Tenant, representing ALL residents of above unit

Print Name _____



FITNESS CENTER RELEASE FORM

It is recommended that you consult a physician before beginning an exercise program.

- I certify that I am in good physical condition and am able to use the equipment in the Fitness Center.
- I certify that I am at least eighteen (18) years of age, that I am using the Fitness Center voluntarily and solely for my own personal benefit.
- I further certify that I have inspected the Fitness Center and the equipment and facilities therein and that I know how to use said equipment and facilities without assistance or instructions, and that I know the risks and dangers involved with their use.
- I understand and agree that by participating in a fitness program and/or using the equipment contained within the Fitness Center there is the possibility of accident, physical injury and/or death. I hereby assume full responsibility for potential injury while using the Fitness Center, and further, indemnify The Whitney Condominium Association officers, directors, agents, and/or employees from any and all claims made against them by either me, my estate, members of my family, or any third party, as a result of my use of the Fitness Center.
- I understand that The Whitney assumes no responsibility for providing personnel to assist and/or instruct me or others in the use of the equipment and facilities in the Fitness Center, or to conduct exercise classes.
- I do release, remise and discharge The Whitney Condominium Association, its officers and agents and/or employees, of and from all claims, damages, actions and causes of actions of any sort, for injuries sustained by my person during my presence in the Fitness Center due to negligence or any other fault, and agree to all the terms and conditions of this Request and Release.
- I understand and agree that any member of my family, or any third party, is NOT permitted to use the Fitness Center unless I accompany them and am with them at all times in The Fitness Center.
- I understand and agree that The Whitney may, without notice, close the Fitness Center at any time, or limit its use in any manner it chooses, or terminate my right to enter and use the Fitness Center.

I have read and understand the foregoing Request and Release, and I understand that it is an agreement which legally binds me to abide by the terms, conditions and representation made therein.

IN WITNESS WHEREOF, I hereby acknowledge the terms and conditions set forth herein by executing the Request and Release as of the date written below.

Applicant Printed Name

Applicant Signature

Date

Property Manager Signature

FPL CHANGE OF SERVICE FORM FOR TENANTS

UNIT # _____

To avoid disconnection of power to the above referenced unit, please contact FPL to change over service within 72 hours of move-in date, unless a prior arrangement has been made with the unit owner.

You can contact FPL at (561) 697-8000, or 1 (800) 226-3545 if out of state.

The Whitney Condominium Association is NOT responsible for providing electrical service to any private units.

I have set up an account with FPL that provides electrical service to Unit # _____.

My FPL account # _____

Tenant Signature

Date