



**PLAZA SOUTH**

**Rental  
Application  
Package**

This package contains general information for the use of the tenant. The information contained in this package is subject to change. You could contact the Management Office with any questions you may have. Below, we have listed our contact information.

**CONTACT INFORMATION:**

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FRONT DESK/SECURITY	(954) 565-0777 ext. 4	frontdesk@plazasouth.net
RECEIVING DEPARTMENT	(954) 565-0777 ext. 5	receiving@plazasouth.net
ADMIN ASST	(954) 565-0777 ext. 36	assistant@plazasouth.net
FAX	(954) 561-3532	
WEBSITE	www.plazasouthfl.com	

**MANAGEMENT CONTACT INFORMATION:**

GENERAL MANAGER	(954) 565-0777 ext. 8	generalmanager@plazasouth.net
ASST MANAGER	(954) 565-0777 ext. 7	officeadmin@plazasouth.net
CHIEF ENGINEER	(954) 565-0777 ext. 6	maintenance@plazasouth.net

PLAZA SOUTH WEBSITE: You can obtain floor plans, stack orientation, and various forms on our website. Check often for updates on projects in the building.

**GUEST RULES:**

All guest should be provided the latest copy of our “Rules We Live By” and made aware that they are required to abide by the Rules and Regulations of Plaza South.

**Owner/Lessee – In Residence**

There is no restriction how many times you have overnight guests (family or non-family) while you are in residence. Guest that stays longer than 30 days must be interviewed.

- Please notify the Front Desk who is coming and how long they will stay
- Make sure that your guest register at the Front Desk upon arrival.
- Please notify the Front Desk when they leave.

**Owner/Lessee - Out of Residents**

When you are out of residence and guest (family or non-family) will be staying in your apartment, you MUST provide the Management Office with written authorization seven (7) days prior to their arrival to allow approval by the Board of Directors and/or General Manager. Please inform all guests of the “The Rules We Live By”.

- You have available a maximum 30 days per calendar year for non-family guests.
- There is no restriction on how many times immediate family members can be guests. Immediate Family is considered to be:
  - o Parents
  - o Grandparents
  - o Sisters & Family
  - o Brothers & Family
  - o Children
  - o Grandchildren
- All other relations are considered non-family guests.
- Your guests MUST register at the Front Desk upon arrival.
- Your guests must abide by Plaza South's Rules & Regulations.
- Your guests must notify the Front Desk when they leave. ·

**VISITOR & GUEST REGISTRATION REQUIREMENT**

**All persons visiting Plaza South must register at the Security Desk, giving their name, date and time of arrival and planned departure date and time. They must also inform the Security staff of the resident they are visiting and the location of vehicle (if applicable). Security Staff must call the resident before admitting the visitor.** All visitors must abide by the same rules and regulation in effect for owners and lessees who are responsible for them, and owner or lessee should advise their guest that their stay can be quickly terminated if any of the rules and regulations are violated.

Why is this required?

- The Board of Directors of the Association has a fiduciary relationship with the unit owners to provide for the safety and wellbeing of the unit owners, the unit owners property and the property that is owned.

How do we protect your safety?

- We do that by registering everyone who seeks entry, whether into an apartment or to the common areas of the building. This includes family members and guests of owners, tenants, contractors, vendors, and real estate agents.
- Plaza South is a residential community of 336 homeowners. It is not a resort, hotel, or time share. This is our home. For some it is a second home, but a home none the less. We provide the same security for our condominium home as we would for any house we may have once called home.
- Understanding this and cooperating with it is one of the elements of living or owning property in a community association.

**REPAIRMEN AND OUTSIDE SERVICE PEOPLE**

- Owners must arrange directly with repairmen and outside service people for work to be performed inside their apartment.
- If not in residence, Management is not permitted to admit anyone into apartment without the owner's written authorization.
- Except in cases of emergency, repairmen and outside service people must limit their hours from 8:00 A.M. to 4:00 P.M. on weekdays; and are not allowed on Saturdays, Sundays and holidays, **except in emergencies with the knowledge of the Management.**

## **IMPORTANT BUILDING INFORMATION**

### TRASH & RECYCLING

All trash and refuse which cannot be processed by your garbage disposal must be securely tied in heavy plastic bags and placed in trash chutes between the hours of 9:00 A.M. and 9:00 P.M. Those who wish to recycle can take recyclables down to the basement or sub-basement garage levels and place those items in the containers marked for recycling that are placed in the elevator lobbies.

Dust clothes, mops, vacuum cleaner bags, etc. must not be shaken or emptied down trash chutes. Cigar butts and cigarette butts must be extinguished and bagged. Any volatile waste or rags must be thoroughly wet down before bagging.

### FIRE SAFETY & STAIRWELLS

There are 2 fire towers in the building at the following locations:

- ❖ At the East end of the building (N/P Tower)
- ❖ At the West end of the building (E/F Tower)
- ❖ At the South end of the building (A/B Tower)

- See “Fire Safety Procedures” for a diagram

CHANNEL 92 on your television carries Emergency and Community Communications.

POOL/ BEACH AREA RULES- See “Pool Area Rules & Beach Rules.”

See “The Rules We Live By” for more detailed information on the Association's rules.

ELEVATORS - Plaza South does not have a freight elevator; therefore, the elevators must be padded for any kind of delivery. You must notify the Receiving of any delivery ONE week in advance.

### MOVE IN / MOVE OUT

- Before any move in or move out of the building, a damage deposit check for \$500.00 MUST be deposited with the Management Office. This check will be deposited and when the move is complete inspection will be done for any damage to common areas. Cost of any repairs will be taken from the deposit check and the remainder returned to the unit owner.
- Plaza South does not have a freight elevator; therefore, the elevators must be padded for any kind of delivery. A reservation of the elevator must be made a minimum of ONE week in advance for move in or move out. This can be done by calling the Receiving Department at (954) 565-0777 ext. 5 or [receiving@plazasouth.net](mailto:receiving@plazasouth.net)

## FIRE SAFETY PROCEDURES

**DO NOT REMOVE THE SMOKE DETECTOR IN YOUR UNIT. Removal of the smoke detector will necessitate the Association calling in a technician to locate the open circuit and repair. The cost of this service will then be charged to the apartment owner.** In the event of the fire alarm sounding, please tune your TV to Channel 92. Please do not call the Security Desk, as personnel will be investigating the alarm and speaking with the fire department. It will take 5-7 minutes to post a notice on the TV. Until information is posted on the TV, we suggest you step out onto the catwalk to see if smoke is visible. This will assist you in determining the proper staircase you should use if there is a fire.

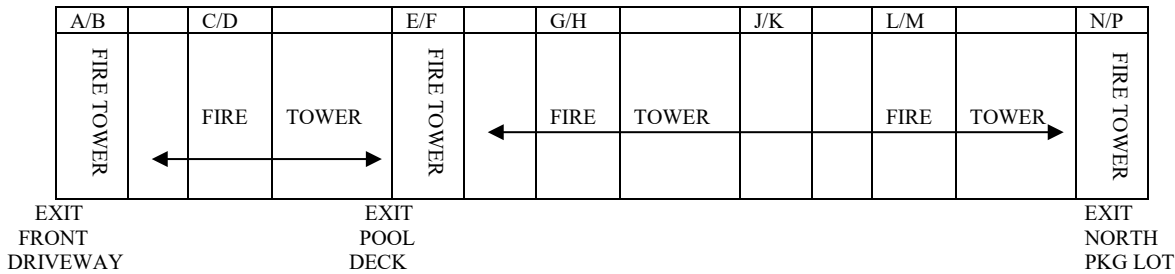
### IN CASE OF FIRE:

- Turn off your air-conditioning and other appliances, close all doors & windows, and prepare to vacate your apartment.
- Wet large towels for each person and take flashlights.
- Close the door to your apartment when you leave and proceed to the nearest fire tower.
- Fire towers are accessed from the exterior catwalk.

### DO NOT USE THE ELEVATORS

THERE ARE THREE (3) FIRE TOWERS IN THE BUILDING AT THE FOLLOWING LOCATIONS:

- At the East end of the building (N/P Tower)
- At the West end of the building (E/F Tower)
- At the South end of the building (A/B Tower)



- Do not panic. Once you are in a Fire Tower, proceed down the stairway to ground level. Stay with others in groups.
- Close all doors as you exit. If you must go up a stairway, there is an exit door on the Roof level. Once on the roof, you can stay there or go down a second stairway at the other end.
- In the event of electrical failure, the emergency generator will supply lighting in the staircases.
- Familiarize yourself with the fire stairways in advance. Walk the staircases and become familiar with them.
- The Bedroom or Den door of your unit is your second Fire Exit. Be sure the doors are operational in advance of an emergency.
- Please contact the Management office if you have questions or suggestions on Fire Evacuation procedures.

**Please Display Near Your Door**

**POOL AREA RULES**

- SWIMMING IS AT YOUR OWN RISK. No lifeguards are on duty at any time.
- The pool is open from dawn to dusk daily.
- Children under ten (10) years of age must be supervised and accompanied by an adult, or they will not be permitted to use the pool.
- Children not toilet trained must wear leak proof swim diapers(such as Swimmies).
- A shower is required as per Florida Statute 64 E Sections 7 & 9 each time a swimmer enters the pool.
- Swimmers coming from the beach are required to shower before entering the pool even if they showered at the beach.
- No one with an infectious disease or diarrhea may enter the pool.
- No objects of any kind are permitted in the pool, except one float aid that is held by the swimmer.
- No one may enter the lobby, elevators or other common areas with wet bathing attire. Cover-ups/shirts and footwear are required in elevators, halls, and lobby areas.
- Owners should limit the number of guests invited at any one time.
- Running and playing games around the pool area are prohibited.
- Lounges and chairs should be covered with a towel before using.
- Reserving lounges or other patio furniture is prohibited.
- Security may remove articles left unattended on chairs, lounges, or tables for more than 20 minutes.
- The depth safety line must be re-attached if taken down.
- Use of audio devices at excessive volume is prohibited. Personal earphone use is encouraged.
- **FOOD IS NOT ALLOWED AT POOL AREA.** There are designated tables on the West Deck for eating.

**BEACH AREA RULES**

- NO LIFE-GUARDS are on duty at the beach at any time. SWIM AT YOUR OWN RISK.
- Chairs and lounges on the beach patio are not to be used on the sand.
- Only designated chairs/lounges, marked Plaza South, are to be used on the sand and must be returned to the sea wall area when done using.
- Food and beverages are permitted on the beach patio and beach.
- GLASS ITEMS are not permitted on the patio and should not be used on the sand.
- The sliding access door to the beach patio must be locked at all times.
- Do not unlock the door for persons unknown to you.
- Kayak/Paddle Board Space Rental: Plaza South has made an accommodation for storage of water devices such as kayaks, paddle boards or surf boards. No water devices are to be stored in the building.
- Storage space can be rented at the Management Office.
- The portion of the beach that is condominium property is subject to all rules pertaining to guest or visitor usage as previously expressed or implied herein.
- Cover-ups/shirts and footwear are required in elevators, halls, and lobby areas.
- A city ordinance prohibits dogs and other pets on the beach



**PLAZA SOUTH RESIDENT APPLICATION FOR LEASE**

- THIS APPLICATION AND THE ATTACHED APPLICATION FOR APPROVAL MUST BE COMPLETED IN DETAIL BY THE PROPOSED LESSEE(S).
- PLEASE ATTACH A COPY OF THE EXECUTED LEASE CONTRACT/DEPOSIT CONTRACT TO THIS APPLICATION.
- PLEASE ATTACH A NON-REFUNDABLE PROCESSING FEE OF \$100.00 TO THIS APPLICATION, MADE PAYABLE TO: PLAZA SOUTH ASSOCIATION, INC.
- THE COMPLETED APPLICATION PACKAGE MUST BE SUBMITTED TO THE GENERAL MANAGER'S OFFICE 30 DAYS PRIOR TO LEASE START DATE.
- ALL APPLICANTS MUST BE INTERVIEWED PERSONALLY BY THE MEMBERSHIP COMMITTEE.
- OCCUPANCY PRIOR TO FINAL APPROVAL OF THE BOARD OF DIRECTORS IS NOT PERMITTED.
- NO PETS ALLOWED AT ANY TIME.
- PROPOSED LESSEE(S) UNDERSTAND THAT NO FINAL PAYMENT FOR THE LEASE SHOULD BE MADE TO THE PRESENT OWNER(S) OR THEIR AGENT UNTIL THIS APPLICATION HAS BEEN APPROVED BY PLAZA SOUTH ASSOCIATION, INC.
- LESSEE(S) MUST BE MEMBERS OF ONE FAMILY OR A SINGLE PERSON. A SINGLE FAMILY IS A HUSBAND AND WIFE AND THEIR IMMEDIATE FAMILY.
- THE OWNER SHALL PROVIDE THE LESSEE(S) WITH A COPY OF ALL RULES & REGULATIONS.
- ONLY ONE (1) ASSIGNED PARKING SPACE AVAILABLE PER APARTMENT. I/WE AGREE TO ACCEPT THE GARAGE SPACE THAT IS ASSIGNED TO THIS APARTMENT. -
- NO COMMERCIAL VEHICLES, BOATS, TRAILERS, RV's, PICK UP TRUCKS, ETC. PERMITTED ON THE CONDOMINIUM PREMISES.
- MOVING OF FURNITURE IN OR OUT OF AN APARTMENT IS NOT PERMITTED ON SATURDAYS, SUNDAYS, OR HOLIDAYS. HOURS FOR MOVING ARE FROM 8:00 A.M. TO 4:00 P.M., MONDAY THROUGH FRIDAY.
- OCCUPANCY REGULATIONS:
  - o ONE BEDROOM APARTMENT - NO MORE THAN THREE (3) OCCUPANTS.
  - o TWO BEDROOM APARTMENT - NO MORE THAN FOUR (4) OCCUPANTS.
  - o THREE BEDROOM APARTMENT - NO MORE THAN SIX (6) OCCUPANTS.

**PLEASE PRINT OR TYPE**

**DATE:** \_\_\_\_\_ **UNIT #:** \_\_\_\_\_ **TERM OF LEASE:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

.....

NAME OF PROSPECTIVE LESSEE(S):

**NAME(S):** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_



# PLAZA SOUTH Association, Inc.

ALL PERSONS WHO WILL OCCUY THE APARTMENT FOR 30 DAYS OR MORE.

NAME	AGE	RELATIONSHIP

1. In making the foregoing application, I represent to the Board of Directors that the purpose of the leasing of an apartment at Plaza South is as follows:

Permanent Residence \_\_\_\_\_ Seasonal Residence \_\_\_\_\_ How Long? \_\_\_\_\_

2. Are you legal resident(s) of the State of Florida? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, do you plan to establish your legal residency in the State of Florida? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, approximately when? \_\_\_\_\_

3. Will you be residing elsewhere than at PLAZA SOUTH during some part of the calendar year? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please indicated approximate period and give details as follows:

Period of residency away from PLAZA SOUTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

4. EMPLOYED \_\_\_\_\_ SELF EMPLOYED \_\_\_\_\_ RETIRED \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY \_\_\_\_\_ POSITION \_\_\_\_\_ ADDRESS \_\_\_\_\_

\_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

5. I/We hereby agree for myself and on behalf of all persons who may use the apartment which I/We seek to lease that I/We will abide by all of the restrictions contained in the by-laws, Rules & Regulations, Condominium Documents, and restrictions which are or may in the future be imposed by the PLAZA SOUTH ASSOCIATION, INC., and the Provisions of the Condominium Statutes of the State of Florida.

6. I/WE have received a copy of the Rules & Regulations: Yes \_ No ---

7. I/We understand there is a restriction on pets and that I/We may not have a pet nor may any guest, visitor or tenant bring a pet into PLAZA SOUTH nor may I/We acquire one, either temporarily or permanently after IJW e occupy the apartment.

8. I/We agree to accept the garage space which is assigned to this apartment.

9. No applications will be approved without a personal interview with all applicants.

10. When the Membership Committee has completed the interview, it will make its recommendation to the Board of Directors at the next scheduled Directors' meeting. A decision will be rendered within thirty (30) days. Applicant(s) will be notified of the decision of the Board of Directors after the Board receives the report of the Membership Committee. No furniture delivery will be accepted, nor occupancy permitted until the applicant(s) has been advised of approval.

11. Owner(s) must furnish a copy of the Lease to the Plaza South Association.

12. Owners must assume the responsibility for damage to common areas caused by themselves, their relatives, guests, or tenants.

# PLAZA SOUTH Association, Inc.

13. It is mandatory that a set of apartment keys and car keys be left with the General Manager's Office for use in case of an emergency. Applicant hereby agrees to provide such keys without further request.
14. I/We understand that the physical condition of the apartment at the time of occupancy transfer and thereafter is in no respect the responsibility of PLAZA SOUTH ASSOCIATION, INC., or the management.
15. I/We understand that the acceptance for lease of an apartment at PLAZA SOUTH is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited.

I/We understand that the Board of Directors of the PLAZA SOUTH ASSOCIATION, INC., may cause to be instituted such an investigation of my/our background as the Board may deem necessary. Accordingly, I/We specifically authorize the Board of Directors or their agent to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors and Officers of the PLAZA SOUTH ASSOCIATION itself shall be held harmless from any action or claim by me/us in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I/We am/are aware that the decision of the PLAZA SOUTH ASSOCIATION will be final, and no reason will be given for any action taken by the Board. I/We agree to be governed by the determination of the Board of Directors.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<u>FOR BOARD OF DIRECTORS USE ONLY</u>		
Approved ( )	Denied ( )	Date of Interview _____
_____	_____	_____
Board Member	Committee Member	Committee Member
Comments: _____		
_____		

# PLAZA SOUTH Association, Inc.

**INSTRUCTIONS:**

- 1 -All applicants are processed as separate investigations.
- 2 -Print legibly or type all information. Account and telephone numbers and complete addresses are required.
- 3 -If any question is not answered or left blank, this application may be returned, not processed or not approved.
- 4 -Missing information will cause delays in processing your application.
- 5 -Any misrepresentation, falsification or omission of information may result in your disqualification.
- 6- Only the applicants are authorized to sign all forms on page 2.

**APPLICATION FOR OCCUPANCY/APPROVAL**

**PRINT OR TYPE (Use Black Ink)**

Purchase \_\_\_\_\_ or Lease \_\_\_\_\_ (How long)

Apt. No. \_\_\_\_\_ Bldg. No. \_\_\_\_\_ Special Address or Unit \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_ Desired date of occupancy \_\_\_\_\_

Name (Mr./Mrs. /Ms.) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec No. \_\_\_\_\_  
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

Spouse (Mr./Mrs./Ms.) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Soc. Sec No. \_\_\_\_\_  
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

[  ] Single. [  ] Married [  ] Widow(er) [  ] Sep. \_\_\_\_\_ [  ] Div. \_\_\_\_\_ Maiden Name \_\_\_\_\_  
(How long) (How long)

Number of people who will occupy. Adults (overage 18) \_\_\_\_\_ Children (over 18) \_\_\_\_\_ Children (under 18) \_\_\_\_\_

Names & ages of children who will occupy: \_\_\_\_\_

Description of Pets (Breed, Size, Color, Weight, Etc.) \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_

*Name Address Telephone*

**PRINT OR TYPE (Use Black Ink)**

**RESIDENCE HISTORY**

A. Present Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Mtg. No. \_\_\_\_\_

B. Previous Address \_\_\_\_\_ Your Apt No. \_\_\_\_\_  
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Mtg. No. \_\_\_\_\_

C. Prior Address \_\_\_\_\_ Your Apt No. \_\_\_\_\_  
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Mtg. No. \_\_\_\_\_

**PRINT OR TYPE (Use Black Ink)**

**EMPLOYMENT REFERENCES**

A. Employed By (Business Name) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(or retired from)

How long \_\_\_\_\_ Dept. or Position \_\_\_\_\_ Mo. Income \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

B. Spouse's Employment (Business Name) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(or retired from)

How long \_\_\_\_\_ Dept. or Position \_\_\_\_\_ Mo. Income \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

*(Continued on Back/Next Page)*



**PRINT OR TYPE (Use Black Ink)**

**CHARACTER REFERENCES**

- 1. \_\_\_\_\_  
*Name* *Address* *Phone (Residential & Office)*
- 2. \_\_\_\_\_  
*Name* *Address* *Phone (Residential & Office)*
- 3. \_\_\_\_\_  
*Name* *Address* *Phone (Residential & Office)*

Driver's Lic. No. #1 \_\_\_\_\_ #2 \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate No. \_\_\_\_\_ Color \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate No. \_\_\_\_\_ Color \_\_\_\_\_ State \_\_\_\_\_

If this application is NOT legible or is not completely and accurately filled out, Applicant Information (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing, the applicant recognizes that the Association or their agent, Applicant Information may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, criminal background and mode of living as applicable. I may request, in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of any investigation.

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

APPLICANT(S): Most banks, financial institutions, mortgage companies and employers require your signature and name printed. Make sure Authorization Form is completed as indicated.

**AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE, EMPLOYMENT, AND CRIMINAL BACKGROUND**

**I have named you as a reference on my application for residency.**

You are hereby authorized to release and give to the below mentioned party(s) or their Attorney or Representative, any and all information they request concerning my banking, credit, residence, employment, and background in reference with my/our application made for residency.

**DESIGNATED PARTY: APPLICANT INFORMATION**

**I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s).**

**Photocopies of this Authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this Authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.**

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Applicant's Name Printed)

\_\_\_\_\_  
(Spouse's Signature)

\_\_\_\_\_  
(Spouse's Name Printed)

DATE \_\_\_\_\_

PLAZA  SOUTH Association, Inc.

Date: \_\_\_\_\_

RE: Plaza South - Notice of Tenant of 1 Bedroom Unit

Dear : \_\_\_\_\_:  
*(Tenant's Signature)*

We have noted that you are renting unit \_\_\_\_\_ at Plaza South. The Plaza South Governing Documents lists your unit as a 1 bedroom allowing no more than 3 permanent residents. *A personal (face to face) interview including all lessees must be completed before approval can be given and the approval letter which is needed for your closing be issued. Please allow ample time to schedule your interview with the Plaza South Membership Committee. The Certificate of Approval will not be issued and signed in advance of the interview.*

\*\*\*Please be advised that every unit within Plaza South is only assigned **one (1) parking space**\*\*\* Therefore, only 1 vehicle may be parked at Plaza South. Additional vehicles may not be parked within the garages or outside parking lots without the written authorization from Plaza South Management. Permanent parking at the outside parking lot is not permitted. Plaza South has the right to re-assign your parking space and storage space and therefore the parking and storage spaces currently assigned to this unit are subject to change.

Plaza South cannot support any information or allow any postings on Plaza South property that are in contention with our governing documents.

Please notify Plaza South 1-2 weeks advance notice prior to scheduling your Move In/Move Out. In addition, Plaza South does not allow any moves or contractor work on Federal holidays. In addition, no moves or contractor work are permitted from the 2nd Monday each December through MLK, Jr. Day each January - please plan accordingly.

Lastly, please note that Plaza South is a no pet building.

If you have any questions, please call [954-565-0607](tel:954-565-0607) option 7 or email [officeadmin@plazasouth.net](mailto:officeadmin@plazasouth.net).

Thank you,

Management Team

\_\_\_\_\_  
Acknowledged by:  
*(Tenant's Signature)*

PLAZA  SOUTH Association, Inc.

Date: \_\_\_\_\_

RE: Plaza South - Notice to Realtor of 1 Bedroom Unit

Dear \_\_\_\_\_:  
(Realtor's Signature)

We have noted that you are the agent representing \_\_\_\_\_ for the rental of unit \_\_\_\_\_ at Plaza South.

The Plaza South Governing Documents lists this unit as a 1 bedroom allowing no more than 3 permanent residents. A personal (face to face) interview including all lessees must be completed before approval will be given and the approval letter will be issued. Please allow ample time to schedule your clients' interview with the Plaza South Membership Committee. The Certificate of Approval will not be issued and signed in advance of the interview.

\*\*\*Please be advised that every unit within Plaza South is only assigned one (1) parking space\*\*\* Therefore, only 1 vehicle may be parked at Plaza South. Additional vehicles may not be parked within the garages or outside parking lots without the written authorization from Plaza South. Permanent parking at the outside parking lot is not permitted. Plaza South has the right to re-assign your parking space and storage space and therefore the parking and storage spaces currently assigned to this unit are subject to change.

Plaza South cannot support any information or allow any postings on Plaza South property that are in contention with our governing documents.

Please inform your clients to notify Plaza South 1-2 weeks advance notice prior to scheduling a Move In/Move Out. In addition, Plaza South does not allow any moves or contractor work on Federal holidays. In addition, no moves or contractor work are permitted from the 2nd Monday each December through MLK, Jr. Day each January - please plan accordingly.

Lastly, please note that Plaza South is a no pet building.

If you have any questions, please call 954-565-0607 option 7 or email [officeadmin@plazasouth.net](mailto:officeadmin@plazasouth.net)

Thank you,

Management Team

\_\_\_\_\_  
Acknowledged by:  
(Realtor's Signature)

PLAZA  SOUTH Association, Inc.

Date: \_\_\_\_\_

RE: Notice to Owner of 1 Bedroom Unit

Dear \_\_\_\_\_,  
(Owner's Signature)

We have noted that your unit \_\_\_\_\_ at Plaza South is for sale or rent. Plaza South cannot support any information or allow any postings on Plaza South property that are in contention with our governing documents.

The Plaza South Governing Documents lists your unit as a 1 bedroom allowing no more than 3 permanent residents. *A personal (face to face) interview including all purchasers/lessees must be completed before approval will be given and the approval letter will be issued. Please inform your buyer/s to schedule an interview with the Plaza South Membership Committee well in advance of closing. The Certificate of Approval will not be issued and signed in advance of the interview.*

\*\*\*Please be advised that every unit within Plaza South is only assigned **one (1) parking space**. Therefore, only 1 vehicle may be parked at Plaza South. Additional vehicles may not be parked within the garages or outside parking lots without the written authorization from Plaza South. Permanent parking at the outside parking lot is not permitted. Plaza South has the right to re-assign your parking space and storage space and therefore the parking and storage spaces currently assigned to this unit are subject to change.

Please notify Plaza South 1-2 weeks advance notice prior to scheduling a Move In/Move Out. In addition, Plaza South does not allow any moves or contractor work on Federal holidays. In addition, no moves or contractor work are permitted from the 2nd Monday each December through MLK, Jr. Day each January - please plan accordingly.

Lastly, please note that Plaza South is a no pet building.

If you have any questions, please call [954-565-0607](tel:954-565-0607) option 7 or email [officeadmin@plazasouth.net](mailto:officeadmin@plazasouth.net)

Thank you,

Management Team

\_\_\_\_\_  
Acknowledged by:  
(Owner's Signature)

# PLAZA SOUTH Association, Inc.

## PLAZA SOUTH RESIDENT INFORMATION SHEET

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

Primary Phone: \_\_\_\_\_ Secondary: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Secondary: \_\_\_\_\_

Do you want your primary contact information in the Plaza South Directory? Y \_\_\_\_\_ N \_\_\_\_\_

Complete Name & Address if you want any dues or correspondence from Plaza South to be sent other than unit address: \_\_\_\_\_

### Emergency Contacts:

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

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**YOU MUST PROVIDE ADVANCE NOTICE** by email to the Management Office for any/all whom you authorize to enter your unit. Please refer to the "Rules We Live By" of Plaza South Association, Inc., Vehicles Keys/Mean of Entry, pg. 3

\_\_\_\_ I agree to leave a working set of keys to my unit with Security

\_\_\_\_ I agree to leave a working set of keys to my car with Security

\_\_\_\_ I agree to leave a working set of keys to my car in mu apartment (must specify where in the unit) \_\_\_\_\_ and available for Security.

### Lessees who have a vehicle MUST provide the following information:

1. Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Tag: \_\_\_\_\_

2. Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Tag: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RECEIPT OF DOCUMENTS**

Please print your name and apartment number below and sign and date the form.  
Please return it to the office of the Manager as soon as possible.

I, \_\_\_\_\_ Unit # \_\_\_\_\_ a \_\_\_\_\_  
(Print Name) (# BDRM) unit,  
have received the following:

\_\_\_\_\_ Plaza South “Rules We Live By”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reviewed by Membership Committee:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLAZA SOUTH LESSEE KEY AGREEMENT**

Please fill this form out at Screening Interview

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

Phone #: \_\_\_\_\_

\*\*\*\*\*

Please refer to the “Rules We Live By” of Plaza South Association, Inc.,  
Vehicles Keys/Mean of Entry, pg. 3

\_\_\_\_ I agree to leave a working set of keys to my unit with Security

\_\_\_\_ I agree to leave a working set of keys to my car with Security

Lessee’s Signature: \_\_\_\_\_

Lessees who have a vehicle MUST provide the following information:

1. Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Tag #: \_\_\_\_\_



# PLAZA SOUTH Association, Inc.

## GUEST REGISTRATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Unit # \_\_\_\_\_ Lessee Name: \_\_\_\_\_ Lessee in Residence Yes / No (Circle one)

Name of Guest: \_\_\_\_\_ No. in Party: \_\_\_\_\_

Name of Guest: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name of Guest: \_\_\_\_\_

Name of Guest: \_\_\_\_\_

### VEHICLE INFORMATION:

Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

### **Required:**

Tag# \_\_\_\_\_ Parking Assignment \_\_\_\_\_ Parking Permit # \_\_\_\_\_

***\*\*I hereby certify and attest under penalty of perjury that I am not paying or compensating the owner(s) for use of their unit within Plaza South and understand that short term or unregistered tenancy is against the rules. I further understand that if I am found in violation of this rule, it may be automatic grounds for denial of future request for residency.***

GUEST SIGNATURE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

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### **TO BE COMPLETED BY GUARD IMMEDIATELY**

- Yes  No **Unit Access Authorization form attached**  
(No one is allowed in a unit without written, signed approval of owner)
- Yes  No **Contact owner to advise if no pre registration was obtained**
- Yes  No **Identification Checked (Type, ID # & State (Country)) \_\_\_\_\_**
- Yes  No **Above Registration Form Filled out Completely**
- Yes  No **Visitors Information & Fire Safety Issued**
- Yes  No **Were Unit Keys Issued By Guard**
- Yes  No **Guests Asked to Sign Out on Day of Departure**
- Yes  No **"G" & Unit # noted on Daily Report**
- Yes  No **Information entered in EasyLobby**
- Yes  No **Do you have a Service/ESA Animal? Pets are prohibited within Plaza South.**

GUARD SIGNATURE: \_\_\_\_\_

**OUT OF RESIDENCE FORM**

**\*This Form Should Be Completed And Left With The Manager's Office**

NAME \_\_\_\_\_ APT NO. \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

APT KEYS FRONT DESK?  YES  NO CAR KEYS FRONT DESK?  YES  NO

CAR IN GARAGE?  YES  NO GARAGE PARKING SPACE \_\_\_\_\_

MAKE / COLOR OF CAR \_\_\_\_\_

SURVEILLANCE BY \_\_\_\_\_ KEYS? \_\_\_\_\_ PHONE \_\_\_\_\_

HAS APARTMENT WATER (ORANGE VALVE) BEEN TURNED OFF?  YES  NO

HAS WATER HEATER BREAKER BEEN TURNED OFF?  YES  NO

WHERE CAN YOU BE REACHED, OR WHO SHOULD BE CONTACTED, IN CASE  
OF EMERGENCY? \_\_\_\_\_

AUTHORIZATION TO ENTER? \_\_\_\_\_

AIR CONDITIONING CONTRACT WITH \_\_\_\_\_

APPLIANCE CONTRACT WITH \_\_\_\_\_

NEW MAILING ADDRESS \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**VEHICLE & MOTORCYCLE REGISTRATION FOR HEADLIGHT SCANNER**

RESIDENT NAME \_\_\_\_\_ APARTMENT# \_\_\_\_\_

VEHICLE NUMBER 1

PARKING SPACE LEVEL (CIRCLE ONE): LOBBY / BASEMENT / SUB-BASEMENT

PARKING SPACE#: \_\_\_\_\_ LICENSE PLATE# \_\_\_\_\_

VEHICLE  
BRAND \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

(Office use only)  
HEADLIGHT DECAL# \_\_\_\_\_

VEHICLE NUMBER 2

PARKING SPACE LEVEL (CIRCLE ONE): LOBBY / BASEMENT / SUB-BASEMENT

PARKING SPACE# \_\_\_\_\_ LICENSE PLATE# \_\_\_\_\_

VEHICLE  
BRAND \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

HEADLIGHT DECAL # \_\_\_\_\_

MOTORCYCLE

PARKING SPACE LEVEL (CIRCLE ONE): LOBBY / BASEMENT / SUB-BASEMENT

PARKING SPACE# \_\_\_\_\_ LICENSE PLATE# \_\_\_\_\_

VEHICLE BRAND \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

HEADLIGHT DECAL # \_\_\_\_\_

OFFICE USE ONLY

ACCESS GROUP CODE: \_\_\_\_\_ ACTIVATION DATE:

DEACTIVATION DATE: