

KENNEDY HOUSE

1865 Kennedy Causeway ♦ North Bay Village, Florida 33141 ♦ Tel (305) 866-4691 ♦ Fax (305) 866-8157

LEASE APPLICATION AND HANDBOOK

WELCOME TO YOUR NEW HOME

On behalf of the staff of the Kennedy House Condominium Association, it gives us pleasure to welcome you to your new home.

Throughout this handbook, our aim is to provide helpful information to facilitate your move and to make your new home experience as pleasant as possible.

This package also contains a number of forms for your completion. Please note that the *Contractor Rules* and *Procedure* forms must be submitted to our Management Office prior to any work being performed within your unit. Please also remember that the City of North Bay Village shall require permits for any and all work performed.

Our staff shall hold an orientation meeting; at this time, you may pick up access devices \$75.00(FOBS) to enter the building and parking decals for your vehicle.

Office hours are as follows:

Monday, Wednesday & Friday: 9:00am to 12:30pm

Tuesday & Thursday: 1:00pm to 5:00pm

We may be reached at 305-866-4691 via telephone or at 305-866-8157 via fax.

NOTICE FOR THE LEASE APPLICATION

EVERY FORM IN THIS PACKAGE MUST BE COMPLETED WITH NO INFORMATION LEFT OUT. FAILURE TO PROVIDE COMPLETE INFORMATION WILL DELAY THE APPROVAL REQUIRED FOR MOVING INTO THE KENNEDY HOUSE CONDOMINIUM.

THE COMPLETION OF THIS PACKAGE IS THE RESPONSIBILITY OF THE APPLICANT.

PLEASE RETURN THE COMPLETED FORM TO THE CONDO OFFICE AS SOON AS POSSIBLE TOGETHER WITH THE FOLLOWING.

- 1) **A \$100 MONEY ORDER PER APPLICANT**, PAYABLE TO THE KENNEDY HOUSE CONDO ASSOCIATION (NON-REFUNDABLE)
- 2) **A \$250.00 ASSOCIATION SECURITY DEPOSIT** FROM NEW RENTERS, MADE PAYABLE TO KENNEDY HOUSE CONDO ASSOCIATION (REFUNDABLE UPON MOVE-OUT)
- 3) **A \$250.00 MOVE -IN/MOVE -OUT DEPOSIT**, **MONEY ORDER** MADE PAYABLE TO THE KENNEDY HOUSE CONDO ASSOCIATION (REFUNDABLE UPON MOVE-OUT)
- 4) A CLEAR COPY OF YOUR DRIVER'S LICENSE AND SOCIAL SECURITY CARD.
- 5) A COPY OF THE FRONT AND BACK OF YOUR RESIDENT ALIEN CARD IF APPLICABLE OR YOUR PASSPORT SHOWING YOUR U.S. VISA & I-94 CARD.

PROVIDING US WITH THE ABOVE WILL SPEED UP THE PROCESSING OF YOUR SCREENING APPLICATION AND ALLOW FOR A PERSONAL INTERVIEW AND APPROVAL.

THE APPROVAL TAKES APPROXIMATELY ONE TO TWO WEEKS.

MOVE-IN AND MOVE -OUTS REQUIRE ADVANCED 5 DAYS SCHEDULING WITH THE ASSOCIATION OFFICE TO RESERVE THE SERVICE ELEVATOR. **A DEPOSIT OF \$250.00 WILL BE REQUIRED (CHECK OR MONEY ORDER ONLY) AND WILL BE REFUNDED UPON MOVE OUT.**

WE THANK YOU FOR YOUR COOPERATION AND LOOK FORWARD TO HAVING YOU AS A RESIDENT AT THE KENNEDY HOUSE CONDOMINIUM.

-KENNEDY HOUSE CONDOMINIUM APPLICANT

APPLICANT INFORMATION SHEET

Date: _____

Unit # _____

Phone Number: _____

E-mail: _____

Applicant Full Name: _____

Social Security: _____ Date of Birth: _____

() Single () Married

Maiden Name: _____

Co applicant Full Name _____

Social Security: _____ Date of Birth: _____

Maiden Name: _____

Additional Applicant Name: _____

Social Security: _____ Date of Birth: _____

II - EMPLOYMENT HISTORY – Past 3 Years

Present Employer _____ Supervisor _____

Address _____ City _____ State _____ Zip _____

Phone Number: _____

Previous Employer _____ Supervisor _____

Address _____ City _____ State _____ Zip _____

Phone Number: _____

Number of people who will occupy the unit ____ Age (over 18) _____

Names and ages of others who will occupy the unit

III- PRIOR RESIDENCE INFORMATION & CHARACTER REFERENCES

RESIDENCE INFORMATION

(PLEASE PRINT FULL ADDRESS INCLUDING UNIT#, CITY, STATE & ZIP CODE)

Present Address: _____

City: _____ State: _____ Zip Code: _____

Apartment or Condo Name: _____ Phone # _____

Name of Landlord _____ Phone # _____

Residency: From _____ to _____ Rent.

Amount \$ _____

Previous Address; _____

Apartment or Condo Name: _____

Phone # _____

Name of Landlord/: _____

Phone # _____

Residency: From _____ to _____ Rent.

Amount \$ _____

CHARACTER REFERENCES (No Family Members)

Name: _____

Address: _____

Residency Phone: _____

Business Phone: _____

Name: _____

Address: _____

Residency Phone: _____

Business Phone: _____

IV. EMERGENCY CONTACT INFORMATION

In the event an emergency arises that affects your unit and you are away from your home, who should be contacted? This includes instances such as break-in, water leaks into or from your home, fire, etc. Please provide contact persons with all the telephone numbers where they may be reached. It is suggested that at least two of your contacts have a key of your unit. Please indicate who will have your keys.

Resident Name: _____ Unit #: _____

Home Phone #: _____ Work Phone #: _____

E-mail# _____

Contact Name: _____

Home Phone: _____ Work Phone #: _____

E-mail # _____

Contact Name: _____

Home Phone: _____ Work Phone #: _____

E-mail #: _____

Do you have pets? Yes: _____ No: _____

PET FEE: \$250.00 No more than one (1) household pet (only dogs and/or cats), with a maximum weight of 25 pounds.

V. DISCLAIMER

Please read and initial each item and sign the statement at the bottom of this page.

I/We understand that the Kennedy House Condominium Association may cause to be instituted such investigation of my/our background and /or criminal background as the Kennedy House Condominium Association may deem necessary. I/We authorize the Kennedy House Condominium Association to make such investigation and that the Board of Directors of the Kennedy House Association 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 Association. _____

I/We understand that a formal interview with the Board of Directors may be conducted before approval for a sale is granted. _____

I/We agree to provide any additional information and/or documentation as requested by the Kennedy House Condominium Association. _____

I/We have received, read and understand the Kennedy House Condominium Association Rules & Regulations and agree to abide by it and that a complete set of the Rules & Regulations have been provided to me/us by the Seller or Association. _____

Signed this _____ day of _____, 20 _____

KENNEDY HOUSE CONDOMINIUM ASSOCIATION

APPLICANT

Name Printed: _____

Name Printed: _____

Signature: _____

Signature: _____

Title: _____

Unit Number: _____

VI. AUTHORIZATION FORM & SIGNATURE PAGE

PLEASE INCLUDE COPY OF DRIVERS LICENSE & SOCIAL SECURITY CARD

You are hereby authorized to release information to the Kennedy House Condominium Association any and all information they request with regards to verification of my/our credit history, residential history, character, criminal records history and employment verification. This information is to be used for my/our credit report for my/our Application for Occupancy.

I/we hereby waive my privileges I/we may have with respect to the said information in references to its release to the aforesaid party. Information obtained for this report is to be released to the Condominium Association for their exclusive use only.

I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and the signature(s) below are my /our own proper signature(s).

PLEASE INCLUDE COPY OF DRIVERS' LICENSE & SOCIAL SECURITY CARD TO CONFIRM IDENTITY.

Applicant's Signature: _____

Date: _____

Co Applicant's Signature: _____

Date: _____

SIGNATURE:

If this application is not legible or is not complete and accurately filled out, the Kennedy House Condominium Association will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by omission or illegibility. By signing, the applicant recognizes that the Kennedy House Condominium Association and/or (Screening Company) will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living, as applicable. This form is for the exclusive use of Kennedy House Condominium Association.

Signed this _____ day of _____, 20_____

KENNEDY HOUSE ASSOCIATION APPLICANT

Name Printed: _____

Name Printed: _____

Signature: _____

Signature: _____

LEASE ADDENDUM KENNEDY HOUSE CONDOMINIUM

THIS LEASE ADDENDUM, entered into this _____ day of _____, 20_____, by and between _____, as Owner of Unit No. _____ hereafter referred to as "Landlord"), and _____ (hereafter referred as "Tenant"), supplements and Modifies that certain lease Agreement dated _____ by and between Landlord and Tenant for the leasing of said Unit. The parties hereby agree as follows:

1. **RULES AND REGULATIONS.** Tenant and his guests, invitees, licensees and servants, agree to take subject to, assume and abide by the Declaration of Condominium and all its exhibits incorporated thereto, of Kennedy House Condominium (collectively, the "Declaration of Condominium" of the "Condominium"), and by execution of this Lease Addendum. Tenant acknowledges that Tenant has received copies of the forgoing documents. Tenant, specifically, but without limitation, acknowledges that Tenant has received the rules and regulations of the Condominium and Tenant understands that Tenant takes subject to the same and agrees to abide by such rules and regulations a same may be amended from time to time, and that the breach by Tenant (or Tenant's guests, invitees, licensees and servants) of any such rule or regulation, or any of the terms, conditions and covenants of the Declaration of Condominium or the exhibits thereto, shall constitute a breach of a substantial obligation under the Lease. Failure of Tenant to abide by said condominium documents and/or rules and regulations of Kennedy House Condominium, Inc. a Florida corporation not for profit (the "Association") shall entitle the Association to all the rights of Landlord to terminate the Lease and cause Tenant to be evicted. The Board of Directors of the Association shall have the power, but shall not in any manner be obligated, to terminate the Lease and/or to bring summary proceedings to evict Tenant and/or to cause landlord to bring summary proceedings to evict Tenant, in the name of the Landlord and/or itself, in the event of (I) a default by Tenant in the performance of Tenant's obligations under the Lease, or (II) a foreclosure of a lien placed on the Unit by the Association in accordance with the Declaration of Condominium. In the event the Association brings any action, proceeding or litigation to terminate the lease and/or to evict Tenant, the Association shall recover from Landlord and /or Tenant, jointly and severally, all costs and reasonable attorney's fees incurred therefor.

2. **USE AND OCCUPANCY.** The Unit shall be used solely as a private residence for Tenant, and the following individuals, as listed below:

(List each occupant starting name, age and relationship to Tenant)

The Unit shall not be occupied by more than _____ persons. In addition, Tenant hereby specifically agrees to abide by any and all rules, regulations, covenants and restrictions contained in the Declaration of Condominium and all other Condominium documents and rules and regulations pertaining to guests within the Unit and/or upon Condominium property, as same may be amended from time to time. Tenant agrees not to use the Unit, or permit the Unit or any portion of the Condominium Property to be used, for any illegal, immoral, improper, offensive, hazardous, or unlawful purpose. All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed by Tenant, his family, licensees, invitees and guests. Tenant further agrees not to make, nor permit to be made, any disturbance, noise or annoyance of any kind which is detrimental to the Unit or any portion of the Condominium property, or the comfort of any of the other inhabitants of the Condominium.

3. Intentionally Deleted.

4. **ASSIGNMENT AND SUBLETTING.** Tenant shall not assign nor sublet the Unit or any part thereof, nor shall the Lease Agreement be assigned by Tenant, without the prior written approval of the Landlord and the Association.

5. **RIGHT FOR RENT.** In the event Landlord is delinquent in Landlord obligation to pay to the Association any general or special maintenance assessments, or any installment thereof, the Association shall have the right, but not the obligation, to require Tenant to pay said rental installments, or the portion thereof, sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of the exercise of such right to Tenant and Landlord. This right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against Tenant or Landlord.

6. **RIGHT OF ENTRY.** The Association, its employees or their agents shall have the right to enter the Unit at all reasonable hours to examine the Unit, to make all repairs deemed necessary for the safety of the other residents of the Condominium or the

preservation of the Condominium property (or any portion thereof), or to do whatever is deemed necessary to assure orderly use and proper maintenance of the Unit or any portion of the Condominium property.

7. SUBORDINATION. The Lease is hereby expressly made subject and subordinate to any lien filed by the Association, whether prior or subsequent to such Lease, as well as to all Condominium assessments, ground or underlying leases, mortgages, building loan agreements and all advances which may now or hereafter affect or become a lien upon the Condominium real property of which the Unit forms a part, and to any renewals, modifications, replacements or extensions thereof.

8. INDEMNIFICATION. Landlord and Tenant agree to jointly and severally indemnify and hold harmless the Association from and against any claims for damages to person or property arising from Tenant's use of the Unit, or from any activity or work permitted or suffered by Tenant in or about the Unit or the Common Elements. The Association shall not be liable for personal injury or damages to Tenant's personal property from theft, vandalism, fire, water, rain, storms, smoke, explosions, riots or other causes whatsoever. Additionally, Landlord and Tenant shall be jointly and severally liable with each other to the Association for any amount which is required by the Association to repair any damage to the Common Elements resulting from acts omissions of the Tenant (as determined in sole discretion of the Association) and to pay any claim for injury or damage to property caused by the negligence of the Tenant. The provisions of this paragraph shall survive the termination of the Lease.

9. MODIFICATION OF LEASE. The Lease may not be modified, amended, extended or assigned without the prior written consent of the Board of Directors of the Association.

10. NOT A PARTY, ETC. Nothing contained in the Lease, in this Lease Addendum, or the Declaration of Condominium or other Condominium documents or rules and regulations, shall in any manner (I) be deemed to make the Association a party to the Lease or this Lease Addendum (except to the extent, if any, necessary to enable the Association to enforce its rights hereunder or under the Declaration of Condominium or other Condominium documents or rules and regulations), or (II) create any rights or privileges of tenant under the Declaration of Condominium or other Condominium documents or rules and regulations or in or as to the Association.

11. REMAINDER OF LEASE. All other terms, conditions and provisions of the Lease Agreement shall remain in full force and effect, except as modifies herein. In the event that any provision in this Addendum conflicts with any provision in the Lease or, the provisions in this Addendum shall supersede those provisions in the Lease. Any capitalized terms used herein that are not defined in this Addendum or the Lease shall be given the meanings ascribed to such terms in the Declaration.

12. SEVERABILITY. If any part of any provision of this Addendum, or any other agreement, document or writing given pursuant to or in connection with this Addendum shall be invalid or unenforceable under applicable law, said part shall be ineffective to the extent of such invalidity or unenforceability only, without in any way affecting the remaining parts of said provisions or the remaining provisions of said agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this day of _____ Of _____, 20 ____.

Signed sealed and delivered in the presence of:

Signature

Landlord

Please print

Landlord

Signature

Landlord

Please print

Tenant

Unit Number: _____

RECEIPT OF HANDBOOK AND RULES & REGULATIONS

This document, upon Resident's (at least one in case of multiple residents) signature, confirms receipt of the Kennedy House Condominium Association's Handbook and Rules and Regulations.

Said signature affirms that Residents has read or agrees to read the contents herein and is aware of the **Handbook and Rules and Regulations**.

I hereby agree to have read or will read the terms and conditions of **Handbook and Rules and Regulations** of the Condominium Association.

Signed by: _____ Print Name: _____

I hereby acknowledge that Miami Management, Inc. has provided to me the following items:

- _____ **HANDBOOK AND RULES AND REGULATIONS**
- _____ **(One) PARKING DECAL-One per unit**

SIGNATURE: _____

Print Name: _____

Date: _____

Date: _____

CONTACT INFORMATION

1. Residents (print name): _____

Property Address: 1865 Kennedy Causeway Unit: _____
North Bay Village FL, 33141

Contact Number(s):

Home: _____

Fax: _____

Cell: _____

E-Mail: _____

Work: _____

2. Residents (print name): _____

Contact Number(s):

Cell: _____

E-Mail: _____

Work: _____

Unit Number: _____

Date: _____

VEHICLE REGISTRATION FORM

Resident (print name): _____

VEHICLE 1:

MAKE: _____ MODEL: _____

COLOR: _____ YEAR: _____

TAG: _____ SPACE: _____

Resident (print name): _____

VEHICLE 2:

MAKE: _____ MODEL: _____

COLOR: _____ YEAR: _____

TAG: _____ SPACE: _____

PLEASE BE ADVISED WE NEED TO KNOW WHERE YOU WILL BE PARKING YOUR SECOND VEHICLE

SIGNATURE: _____

SIGNATURE: _____

Unit Number: _____

Date: _____

MOTORCYCLE / BICYCLE REGISTRATION FORM

Residents (print name): _____

MOTORCYCLE / BICYCLE 1: (CIRCLE ONE)

MAKE: _____ MODEL: _____

COLOR: _____ YEAR: _____

TAG: _____

MOTORCYCLE / BICYCLE 2: (CIRCLE ONE)

MAKE: _____ MODEL: _____

COLOR: _____ YEAR: _____

TAG: _____

BICYCLES THAT ARE STORED IN THE RECEIVING AREA OR OUTSIDE ARE STORED AT THE OWNERS OWN RISK & RESPONSIBILITY. MOTORCYCLE RENTAL FEE \$25.00.

SIGNATURE: _____

Unit Number: _____

Date: _____

EMERGENCY CONTACT

Resident (print name): _____

Telephone No: _____

In the event of an emergency, Management will attempt to contact Unit Owner; if unsuccessful, Management should then contact:

Emergency Contact Name: _____

Telephone No: _____

Alternate Contact Name: _____

Telephone No: _____

SIGNATURE: _____

Unit Number: _____

Date: _____

EMERGENCY ASSISTANCE SURVEY

Residents (print name): _____

This survey compiles information from residents requiring special assistance and the nature of care for such assistance. This information might be helpful to Fire Department or EMT personnel attending an emergency call. Kindly help us update our records by answering the questions below.

1. Do you have a *disability* that would prevent you from exiting the building unassisted should the elevators not be available? ☐ YES ☐ NO

2. Would you be able to *walk down the Fire Exit stairwell* if the elevators were not available? ☐ YES ☐ NO

3. Are you bound to a *wheelchair*? ☐ YES ☐ NO

↓

If yes, would you please describe the nature of your disability.

PLEASE PROVIDE CONTACTS IN CASE OF AN EMERGENCY:

Name of Relative: _____

Telephone: _____

Name of Physician: _____

Telephone: _____

Unit Number: _____

Date: _____

PET REGISTRATION FORM

Resident (print name): _____

No more than one (1) household pet (only dogs and/or cats), with a maximum weight of 25 pounds may be kept, bred or maintained in each unit or walked within Common Areas. Any resident or owner will have to pay a Non-Refundable Pet Fee in the amount of \$250.00 prior to moving into the building.

”When in Common Areas or Common Elements of the building, *pets must be leashed at all times and residents must dispose of all waste in a proper container.*”

Please complete form and provide Management with a corresponding photograph.

Pet's Information

Name: _____

Species and Breed: _____

Weight: _____

Color of Pet: _____

Insert jpeg or staple

Unit Number: _____

MOVE IN / OUT REQUEST

Resident (print name): _____

Move Date _____

*(subject to availability; with 5 days
advance notice; Mon-Fri; 9am-5pm)*

**A COMPLETED CONTRACTOR ACCESS REQUEST FORM MUST BE SUBMITTED BEFORE ANY MOVING
CONTRACTORS WILL BE ALLOWED ON THE PROPERTY.**

A REFUNDABLE SECURITY DEPOSIT **OF \$250 IS REQUIRED IN ADVANCE OF RESERVING A MOVE DATE.**

Deposit received by: _____

This deposit will be held by the Association, and refunded once the move out or delivery is complete or within 10 days after the move; provided the Association deems that no damage has occurred.

**RESIDENT AGREES TO INDEMNIFY THE ASSOCIATION AND HOLD IT HARMLESS AGAINST AND PAY ON BEHALF
OF OR REIMBURSE ASSOCIATION AS AND WHEN INCURRED FOR ANY LOSSES WHICH ASSOCIATION MAY SUFFER,
SUSTAIN OR BECOME SUBJECT TO, AS A RESULT OF, OR IN CONNECTION WITH, RELATING OR INCIDENTAL TO,
OR BY VIRTUE OF UNDERSIGNED MOVING IN OR OUT OF THE PROPERTY AND WHETHER OR NOT SUCH LOSS IS
LESS THAN OR IN EXCESS OF THE SECURITY DEPOSIT MADE HEREWITH.**

**TRACTOR TRAILERS CANNOT ENTER THE LOADING DOCS. ALL DELIVERIES NEED TO BE
IN SATELITE TRUCKS THAT CAN ENTER/EXIT THE ALLEY WAY**

**DIMENSIONS OF THE SERVICE ELEVATOR ARE: 74" WIDE X 54" DEEP X 113" HIGH
THE ELEVATOR DOOR OPENING IS 42" WIDE X 84" HIGH**

All delivery and/or moving vehicles parking in the designated receiving area shall unload and immediately move said vehicle off the property to enable others same quick access.

Trash removal is the undersigned's responsibility. Movers **MUST** be instructed to remove all trash including boxes, cartons and wrapping supplies from the premises. Under no circumstance may any such trash be dumped in the building trash chutes or left in any Common Areas such as corridors or stairwells.

THE ASSOCIATION SHALL BILL UNDERSIGNED FOR ANY AND ALL EXPENSES TO CURE ANY VIOLATION.

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

SIGNATURE: _____

HURRICANE PREPAREDNESS

Hurricane season is from June to November. Please be prepared. The Miami Herald, Sun Sentinel and Publix Supermarkets publish excellent guidelines and pamphlets to help you take the necessary precautions.

Basic services (such as police, medical or fire) may not be available during or immediately after a hurricane.

ALL PERSONNEL AND RESIDENTS MUST EVACUATE THE BUILDING IN THE EVENT OF AN EVACUATION ORDER ISSUED BY THE AUTHORITIES.

If you elect to remain in your unit, you may be on your own. Please make arrangements to go to a safe place during the storm and advise Management 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. YOU MAY CALL 305-513-7700 FOR ASSISTANCE.

ALL OBJECTS MUST BE REMOVED FROM BALCONIES AND PATIOS IN ADVANCE.

Due to limited time and personnel (who also need to protect their own families and homes), the Association's efforts will be concentrated on common areas. You must secure your own windows and doors.

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 won't be at your Unit at any time during hurricane season, you should make arrangements to have all objects removed from your balcony and hire a firm or find an individual to be responsible for the care of your unit in the event of a hurricane.

PLEASE REMEMBER: THIS IS A VERY IMPORTANT MATTER.

HURRICANE PREPAREDNESS TO BE PERFORMED BY MAINTENANCE CREW

1. Keep an updated contact list of Management personnel.
2. Make tape/rope available.
3. Secure any and all exterior signs/containers around property.
4. Secure pool equipment and furniture.
5. Lower pool water level by a minimum of 6 inches.
6. Secure all exterior doors, trash and dumpster areas.
7. Secure all Common Area sliding and/or electronic doors.
8. Help evacuate the building.
9. Time permitting, assist clearing unit balconies.
10. Leave garage gates open for evacuation.
11. Check rooftop of building and secure all loose items.
12. After building is emptied, bring elevators up to top floor.
13. Shut off generator after building is evacuated.

BEFORE YOU HIT THE CEILING or FLOOR!

PLEASE ADVISE THE MANAGEMENT OFFICE.

From time to time, we receive inquiries about ceiling fan installations or securing items into the floor. The rule of thumb, when considering such activities (subject to Architectural Committee approval), is a maximum penetration of 5/8 of an inch. Adherence to this guideline prevents damage to the post tension cables in the slab. Further, this penetration must be limited to anchor use only. Channeling through the floor or ceiling is strictly prohibited and would cause significant damage.

WHY IS THIS SO IMPORTANT?

The building is supported with an intricate pattern of high tension steel cables imbedded in the concrete slab. This provides the building structural strength. After the concrete has set, the cables are pulled outward, adding stress. The cables are then anchored at the edges of the slab. These cables are called *post tension* cables. Drilling into the slab has a very high chance of cutting these cables, which would be similar in effect to cutting a very taut rubber band with a knife. The cable may snap with intense force. In past accidents, the concrete has given way under the snapped cable, causing substantial property damage and severe personal injuries. Repairs are very, very costly.

10 TIPS FOR FIRE SAFETY

- Install smoke detectors - smoke detectors alert you to a fire in your unit in time for you to escape, even if you are sleeping. Test your 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 cannot save your life. Replace 10 years old detectors.
- 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.
- 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 cigarette butts in 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.
- 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 cannot bump them and children cannot 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.
- Space/Portable heaters: keep 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.
- Matches and lighters are 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 an adult if they find matches or lighters; older children should bring matches and lighters to adults immediately.
- Run cool water over a burn for 10-15 minutes. If burned skin blisters or is charred, see a doctor immediately.
- 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.
- 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.
- 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.

USEFUL TELEPHONE NUMBERS

Emergency

NBV Police	305-758-2626
NBV City Hall	305-756-7171
NBV Construction Licenses	305-754-6740
City of Miami Fire	305-579-6202
City of Miami Police	305-579-6038
Poison Information Center	800-222-1222

Non-Emergency City of Miami Police 305-579-6038

Kennedy House Front Desk 305-866-3024

Kennedy House Office 305-866-3024

FPL New Service 305-442-8770

Towing Company Junior Towing 305-691-0244

Cable TV Atlantic Broadband 786-768-7159

Phone Service Bell South / ATT 888-757-6500

Locksmith Miami Beach 305-867-5250

Taxi Services 305-444-4444

Super Shuttle 305-871-2000

US Post Office 800.ASK.USPS (500 NW 2nd Ave, Miami, FL 33131)
Mon–Fri; 8am-5pm

Dade County Tax Collector 305-539-3000

Vehicle Registration 305-375-3591

Voter Registration 305-375-4600

Miami Dade Transit Authority 305-770-3131

Miami Tourist Information 305-539-3000

TIPS TO REMEMBER

You are responsible for disposing of all trash and debris resulting from your move. You're responsible for damages caused by yourself or your movers.

Trash chutes may only be used for bagged household garbage only, not contractor debris. Contractors are responsible for removing their debris offsite.

Please maintain your current contact information with Management. All correspondence from the Association will be mailed to such address.

CONTRACTORS SHALL NOT BE ALLOWED ACCESS INTO THE GARAGE, INCLUDING YOUR PARKING SPACE.

Work materials, or bulky items will not be allowed through the lobby. Please use receiving area.

Please don't remove smoke detectors or fire sprinklers within unit. An alarm will sound and may cause costly damage.

The walls in your units contain vertical pipes, including domestic water, sanitary disposal and rain leaders from the roof. When nailing into the walls, penetrations into these pipes may cause severe water damage not only to your unit, but to other units on your floor or the floors below. **Please, do not exceed a 5/8" nail or screw.**

DON'T DRILL INTO THE SLAB UNDER ANY CIRCUMSTANCE. THIS CAN CAUSE SERIOUS DAMAGE TO THE BUILDING STRUCTURE AND/OR CAUSE POTENTIAL INJURY OR EVEN DEATH.

Someone must be present in unit to accept any move-in deliveries. Management will not allow a delivery or provide a key for a delivery in the absence of supervision.

Maintenance fees are due on the 1st of each month and subject to late fees after the 10th. Payments made on the 10th after 5pm (such as slipping under the door) are late and will be posted the following business day.

Satellite dishes may NOT be affixed to any portion of your balcony or adjacent Common Areas.

Cooking is NOT permitted on any patio or balcony and is enforced by the City of Miami Code Enforcement.

You may not hang, display, or affix anything to exterior walls, doors, balconies, or windows.

IT IS HIGHLY RECOMMENDED THAT YOU INSURE YOUR UNIT AS SOON AS YOU HAVE CLOSED ON YOUR UNIT. INSURANCE SHOULD INCLUDE YOUR CONTENTS, FLOORING, AND APPLIANCES IF APPLICABLE.