

**THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
NEW RESIDENT PACKET**

This package strives to provide all parties with the necessary information for residency at The VUE at Lake Eola. Please return this completed packet to The VUE management office. In complete forms will delay the move-in process.

Please submit completed forms to the management office at least 21 days prior to move-in date.

Resident Name(s)		Date	
Unit Number	Move-In Date	Move-In Time	
		Morning	Afternoon

- Copy of Signed & Executed Purchase or Lease Agreement
- Copy of Signed Rules & Regulations & Pet Policy Acknowledgement.....2
- Information for Agents/Owners.....3
- Copy of Signed Move-In/Move-Out & Delivery Policy.....4
- Copy of Signed Confidential Resident Information.....5
- Copy of Signed Authorized Vehicle Information Sheet.....6
- Copy of Signed Parcel Receipt Indemnification & Release Form.....7
- New Resident FAQ's.....8

Additional Forms needed from Owners and Tenants of rented residences

- Copy of Signed & Executed Addendum to Lease.....9
- Tenant Background Application for Residency10

FOR MANAGEMENT OFFICE USE ONLY

Application Accepted Yes No Notes: _____

Unit Account Status Current Yes No Notes: _____

Orientation Fee* \$1,000

Parking Access Decals \$50 x _____ = _____

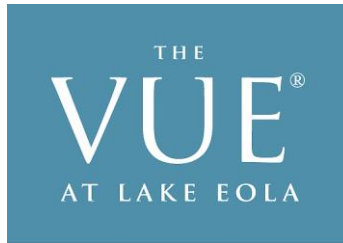
Pet DNA Registration** \$50 x _____ = _____

Application Fee (Tenants Only) \$75 x _____ = _____

Total Owed Prior to Move In \$ _____ Date Received _____ Check # _____

**Orientation Fee includes BuildingLink profile setup, one (1) hour building orientation, truck access, and freight elevator operator for move-in and move-out up to 3 ½ hours.*

***DNA registration must be completed within 5 days of occupancy & is subject to fines if not completed.*



**THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
RULES & REGULATIONS & PET POLICY ACKNOWLEDGEMENT**

Please print, sign, and return this form and a Current Vet Certificate (for each pet) to the management office.

By signing this form, you acknowledge that you understand the rules.

- You agree to obey the rules and ensure your pets obey the rules.
- You acknowledge that you understand you are to help enforce the rules, with other owners.
- You acknowledge that if you mistakenly disobey any rule, that you expect, acknowledge, and appreciate other owners or Management who point out such to you.

You acknowledge that under the terms of The VUE at Lake Eola Condominium Association, Inc. Documents, which are legal enforceable documents, that keeping a pet at The VUE at Lake Eola Condominium Association, Inc. is NOT A RIGHT but rather a privilege that is subject to termination at any time by the board upon finding that a dog or other pet is vicious, is annoying to other residents or has in any way become a nuisance. As a responsible Pet Owner, following these rules and ensuring your pet is a responsible member of our community is mandatory.

By signing below, you understand that the Board can assess various forms of enforcement; including but not limited to warnings, mandated muzzling, fines, legal action and if necessary, removal of the pet from The VUE at Lake Eola Condominium Association, Inc.

Signature

Date

Resident Name	Date
Owner Name	Unit Number
Pet #1 Information	
Pet Name	Type of Pet Dog or Cat
Breed	Gender
Color/Markings	Weight
Pet #2 Information	
Pet Name	Type of Pet Dog or Cat
Breed	Gender
Color/Markings	Weight

THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
INFORMATION FOR AGENTS/OWNERS

The background check conducted by The VUE is for Criminal History only.

In order to maintain the security, both financial and physical, of the Association and its members, The VUE at Lake Eola Condominium Association, Inc., has implemented the following requirements regarding leasing/showing of the residential units:

LEASES: All leases of a Unit shall be for a period of no less than seven (7) months. All leases shall specify that the tenant must fully comply with the condominium documents, including, but not limited to the Declaration, Articles of Incorporation, By-Laws, and these Rules and Regulations.

All Leases shall state that the Association has the right to terminate the lease upon default by the tenant in observing any of the provisions of the Association’s Declaration, Articles of Incorporation or By-Laws of the Association or other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association.

UPON COMMENCEMENT OF THE LEASE, THE UNIT OWNER FORFEITS ALL RIGHTS TO UTILIZE THE FACILITIES, except as an invited guest.

GUIDELINES FOR SHOWING OF UNITS

1. Owners MUST register Listing Agents with the Management Office or in Building Link.
2. The Owner is responsible to provide a unit key to the Listing Agent.
3. Owner/Agent MUST accompany client at all times while on the property.
4. No Lock-Boxes are permitted on the property.
5. No Open Houses may be held on the property.
6. Showing of Units is permitted between 8:00am – 8:00pm, seven days a week.
7. VUE team members will not show common areas or units.

RULES REGARDING HAVING PETS

To protect the property of The VUE at Lake Eola and to promote the health, safety and welfare of the Association members, the Board of Directors deems it reasonable to reserve the right to decide what animals are considered dangerous and not permitted in the units.

- Unit Owners shall have no more than 2 pets (dogs and/or cats) in the unit.
- Tenants shall have no more than one pet (dog or cat) in the unit
- Pet weight Restriction: 80 lbs.
- Tropical birds and fish may be maintained as domestic pets only in a Unit in reasonable numbers with prior written consent of the Board of Directors.
- No snakes, lizards or exotic animals are allowed.
- All dogs will be swabbed for DNA and have a photo in Building Link within 5 days of occupancy.

Owner/Agent Name	Company
Phone Number	Email

THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
MOVE IN/MOVE OUT AND DELIVERY POLICY

1. A **move** is defined as furniture, appliances or boxes taken to or from a Unit that requires **two or more trips** on an elevator for a SPECIFIC Unit in any 24-hour period. **Deliveries** are defined as furniture, appliances or construction materials taken to a unit that can be transported in **one trip** utilizing the freight elevator for a specific Unit in any 24-hour period. Residents may make deliveries of small items purchased during the course of normal, everyday shopping, such as groceries in the passenger elevators.
2. All moves require a minimum 72-hour advanced reservation of the elevator. All deliveries require a minimum 24-hour notice and reservation of the elevator. **Reservation made with less notice will incur an additional \$100 fee.**
3. Moves/deliveries must be complete and exit the building within 30 minutes of the reserved time period. If the move/delivery extends beyond the reservation time, a **\$50 per hour fee** will be charged for the additional time.
4. Moves/Deliveries can be made only between **8:30 AM -12 noon and 1 PM - 4:30 PM, Monday through Saturday** (excluded) New Year's Eve and Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas Eve and Day, and Citrus Parade.
5. Moves/deliveries will **NOT** be allowed through the Main Lobby. All moves/deliveries will be processed through the freight elevator (cab 4) from the rear doors. You must notify your company of this and verify that they have adequate transportation to move materials & furnishings from the receiving area to the appropriate elevator. There are limitations to the size of items transported on the freight elevator.
Weight limit 3,000 lbs., height 9', width 5'8", length 8'
6. Deliveries and moves are to be made through the Receiving Entrance (loading dock area) only. The loading dock will accommodate a truck (cab and trailer combined) of **up to 26' in length and 12' height**. Trucks too large to fit completely inside the loading dock will require an additional **\$100 fee** and the occupant will be required to apply for special approval from the City to block any of the road.
7. A Certificate of Insurance from the Company listing the Association as additional insured must be submitted prior to the date of the move/delivery. The Association requires General Liability coverage in the minimum amount of one million dollars (1,000,000) & Workers Compensation Insurance as required by State Law. **Additional insured information: The VUE at Lake Eola 150 E Robinson Street Orlando FL 32801 Fax # 813-649-8472**

Acknowledgement by Unit Owner/Lessee: I acknowledge receipt of the "Move/Delivery Procedures" and understand that as Unit Owner/Lessee, I am liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my agents or employees. I hereby agree to comply with all of the above requirements and to cause my moving and delivery personnel to comply with these requirements. I hereby agree to indemnify and hold harmless The VUE at Lake Eola Condominium Association, Inc. and its employees or agents for any claim against the Association arising from any situation in connection with this authorization. I have read and understand the delivery/renovation/moving procedures at The VUE at Lake Eola Condominium Association, Inc.

Resident (Printed Name)

Unit #

Signature

Date



THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.

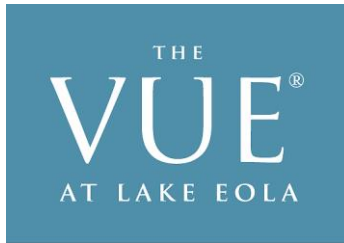
CONFIDENTIAL RESIDENT INFORMATION

Unit Number	Date
Resident Name(s)	
Cell Phone Number	Email Address
Emergency Contact #1 (<i>Someone who doesn't live with you</i>)	
Name	Phone Number
Email	
Emergency Contact #2 (<i>Someone who doesn't live with you</i>)	
Name	Phone Number
Email	
Emergency Contact #3 (<i>Someone who doesn't live with you</i>)	
Name	Phone Number
Email	

Are you or anyone in your household in need of special medical attention or have restricted mobility, which would require additional assistance in the event of an emergency?

YES NO

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



**THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
AUTHORIZED VEHICLE AND STORAGE INFORMATION**

Unit Number		Date
Resident Name(s)		
Vehicle #1 Information		
Vehicle Owner's Name		
Make	Model	Year
Color	Tag Number	State
Decal Number	Space Number	
Vehicle #2 Information		
Vehicle Owner's Name		
Make	Model	Year
Color	Tag Number	State
Decal Number	Space Number	
Vehicle #3 Information		
Vehicle Owner's Name		
Make	Model	Year
Color	Tag Number	State
Decal Number	Space Number	
Storage Information		
Floor Level Location		Storage Number (s)

Important Notice

- Vehicles must be parked in assigned space(s) only and may not extend beyond the boundary lines of the space.
- Oversized vehicles that cannot fit completely inside a single parking box are required to park offsite.
- Motorcycles may not occupy a space with an automobile.
- Unauthorized or improperly parked vehicles are subject to being towed/booted at the vehicle owner's expense.
- Parking in the front circle is prohibited and will result in towing/booting.
- Vehicles parked in the front circle obstruct emergency vehicle access.



**THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
PARCEL RECEIPT IDEMNIFICATION AND RELEASE FORM**

WHEREAS, the undersigned Unit Owner(s) or Tenant(s) in Unit No. _____ of **The VUE at Lake Eola Condominium Association, Inc.** located at 150 E. Robinson Street, Orlando, FL 32801 is/are desirous of having **The VUE at Lake Eola Condominium Association, Inc.** (the "Association") its authorized agent, perform the following service on my/our behalf and not on behalf of the Association:

1. Use key to my/our unit, which Association has to allow access to me or tenants if locked out during applicable business hours as instituted by the Association;
2. Accept and sign for UPS, FedEx, Dry Cleaning or similar deliveries at front desk or receiving **Association Employees at their discretion may not accept Certified, Insured or Deliveries that require refrigeration.**

WHEREAS, to protect the Association, their officers, directors, partners, parent company, members, agents and employees (hereinafter the "Association Parties") from any claims, damages, demands, suits, judgments, actions, causes of actions, debts, sums of money, accounts claims and demands arising out of, or related to, the services performed hereunder on behalf of the undersigned unit Owner(s) or Tenant(s), I/we agree to indemnify and hold harmless the Association Parties from any such action, demands, suits, etc., and WHEREAS, the Association Parties are not willing to provide the above referenced services to the undersigned unit Owner(s)/Tenant(s) without the benefit of the Indemnification and Release Form.

NOW THEREFORE, for ten (\$10.00) and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledge by the Association Parties and the undersigned, it is hereby agreed that the undersigned unit Owner(s) or Tenant(s) hereby agrees/agree to hold harmless and indemnify the Association Parties from any claims, demands, suits, etc., including, but not limited to reasonable attorney's fees and costs whether pre-litigation, or at the trial or appellate levels, if applicable, against it or them by any party, resulting from or related to the performance or the above services for the undersigned and the undersigned hereby releases said Association Parties and will not assert any claims against such Association Parties for services performed hereunder. This indemnification and hold harmless shall apply even in those situations where the claims may result directly or indirectly, in whole or in part from the negligence of the Association Parties. The Association Parties shall have the right to limit or condition performance of the above-referenced services as either of said parties may reasonably determine from time to time in the exercise of its sole discretion.

Unit Owner(s).Tenant(s) Date
(Signing on behalf of all owners/tenants of the unit designated above)

Witness Date



THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
NEW RESIDENT FAQ'S

ORLANDO UTILITY COMPANY (OUC)

- Website: http://www.ouc.com/account/service_new.htm
- Phone: (407) 423-9018
- Note: You will only need to connect electric and chilled water. Water, Sewer and gas is provided by the Association. Please contact OUC to set up your services connected before closing/lease start date.

Access Media3 (Cable, Internet & Phone Services)

- Website: <http://www.am3inc.com>
- Phone: (866) 876-FAST (3278)

Service Requests

- Should you have problems with while under warranty, please contact your Warranty provider. After the warranty expires, see the list of The VUE preferred vendors in BuildingLink's Services section or place a Maintenance request in BuildingLink.
- *Note: For maximum efficiency and performance, please be sure to change your air conditioning filters at least every 3 months and refrigerator water filter yearly. You can purchase filters from our engineering department or have them replaced by our engineering team.*

Service Providers/Renovations/Repairs or Modifications

- Proof of insurance (liability \$ 1,000,000.00 & Worker's Compensation), Copy of license from The City of Orlando or the State of Florida if applicable and a signed waiver and indemnification to relieve the VUE of any liability associated with their work or employees must be on file listing the Association as an additional insured for all service provides.
- Child/pet/house sitters and housekeepers are excluded from the insurance requirements once a waiver and indemnification to relieve the VUE of any liability associated with their work or employees has executed by the service provider and condo owner.
- Advance notice in writing of at least 7 days is to be provided to management for any work that may cause noise that could be heard outside of your condo.
- All renovations require additional approval from Architectural Review Board and completion of Contractor Renovations Policy and Waiver form.
- Repairs require an executed Repair Policy and Waiver Form before work begins.

Community Website is located at <http://www.vueatlakeeolaresidents.com>

BuildingLink improves the quality of operations and provides a sense of community through management and resident communication. Your specific username and password are provided during orientation.



THE VUE AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.
ADDENDUM TO LEASE

Addendum No. 1 to the Lease dated _____ between
_____, Landlord (Lessor) and
_____, Tenant (Lessee)

Concerning the property description as: The VUE at Lake Eola condo # _____
150 E Robinson Street Orlando FL 32801 (the "Lease"). Lessee and Lessor make the following
terms and conditions part of the Lease:

**The VUE at Lake Eola Condominium Association shall have the right to collect all
rental payments due to the Lessor (Landlord) and apply same against any unpaid
Assessments if, and to the extent that, the Unit Owner is in default in the payment
of Assessments.**

If Applicable, please make rent check payable to the following:

**The VUE at Lake Eola
Attn: Management Office
150 E. Robinson Street
Suite 150
Orlando, FL 32801**

Date: _____ **Lessor (Landlord):** _____

Date: _____ **Lessor (Landlord):** _____

Date: _____ **Lessor (Tenant):** _____

Date: _____ **Lessor (Tenant):** _____

Date: _____ **Lessor (Tenant):** _____

**YOU ARE ONE
STEP CLOSER TO
YOUR DREAM HOME**



The Vue at Lake Eola

- BEFORE YOU BEGIN -

Step 1

(Before you begin, note that a valid major credit card is required)



1) Visit: www.tenantev.com



2) Enter Code: 6749



3) Ready: [Begin your online application!](#)

Step 2

(Please allow 15-20 minutes for the completion of this step)



4) **Sign:** After step 1 you will receive an email with the link to access your online application. Once you have completed and signed all the forms, your co-applicant (if applicable), will receive an email to complete their signatures.



5) **Upload:** After step 1 we will be sending you, and your co-applicant (if applicable) an email with the link to upload the required documents to complete your application.

Customer Support: 1-855-383-6268

Identity Theft:

You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the Identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as \$250,000 in fines.