



**SALE APPLICATION CHECK LIST UNIT #:** \_\_\_\_\_

**The Plaza 851 Brickell Condominium Association  
950 Brickell Bay Drive Miami, FL 33131**

Resident(s) Name: \_\_\_\_\_

**ALL FEES ARE PAYABLE TO:  
THE PLAZA 851 BRICKELL CONDOMINIUM  
\*Visa, MasterCard and Discover also accepted (PAGE 3)\***

1. ☐ COPY OF SALE CONTRACT / HUD / WARRANTY DEED
2. ☐ RESIDENT INFORMATION SHEET (PAGE 2)
3. ☐ COPY OF PHOTO ID
4. ☐ COPY OF STATE ISSUED VEHICLE REGISTRATION
5. ☐ PACKAGE RECEIPT AUTHORIZATION (PAGE 4)
6. ☐ ACCESS AUTHORIZATION (PAGE 5)
7. ☐ PET REGISTRATION FEE - \$200  
(NON-REFUNDABLE)
8. ☐ SIGNED RECEIPT OF ASSOCIATION'S RULES & REGS (PAGE 6)
9. ☐ VOTING CERTIFICATE (PAGE 10)

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EVERY FORM IN THIS PACKAGE MUST BE COMPLETED AND ALL INFORMATION REQUIRED SHOULD BE PROVIDED. FAILURE TO PROVIDE A COMPLETE PACKAGE MAY DELAY APPROVAL FROM THE PLAZA 851 BRICKELL CONDOMINIUM ASSOCIATION. THE COMPLETION OF THIS PACKAGE IS THE OCCUPANT'S RESPONSIBILITY.

**PLEASE ALLOW 48 HOURS FOR APPROVAL UPON RECEIPT OF COMPLETED PACKAGE.**

Date received \_\_\_\_\_ Management Representative: \_\_\_\_\_



## RESIDENT INFORMATION SHEET:

UNIT #: \_\_\_\_\_

**RESIDENT INFORMATION** (Name(s) as they appear on Warranty deed or Lease)

Resident Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work/Other: \_\_\_\_\_

**OCCUPANT INFORMATION**

Name (List everyone residing in unit)	Email Address	Phone Number	Adult	Minor
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Relationship to Resident(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Cell: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work/Other: \_\_\_\_\_

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

Would you be able to walk down the fire exit stairwell if the elevators were not available?

☐ YES ☐ NO

Are you wheelchair bound?

☐ YES ☐ NO**VEHICLE INFORMATION**

ALL vehicle information must be provided

Owner of Vehicle	Year	Make	Model	Color	Tag Number	State

**PET REGISTRATION**

Name	Type of Pet/Breed	Color	Insert Photo(s) Below

**SIGNATURES**

I/We certify that I/we are the resident(s) of record for the above listed residence and the information given is true and correct.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

PLEASE RETURN COMPLETED FORM TO MANAGEMENT VIA E-MAIL, FAX OR IN PERSON.

EMAIL: ADM2@PLAZAONBRICKELL.NET FAX: 786-220-5949

\*PLEASE BE ADVISED THAT SUBMITTAL OF THIS FORM DOES NOT CONSTITUTE AN APPROVAL OR AUTHORIZATION OF WHAT HAS BEEN REGISTERED.

THANK YOU FROM YOUR MIAMI MANAGEMENT TEAM!



### Credit Card Authorization

I, \_\_\_\_\_, authorize use of my credit card for the sole purpose of Plaza 851 Brickell Condominium Association. I have been advised by Plaza 851 Brickell Condominium Association of the use of my credit card.

**VISA, MASTERCARD OR DISCOVER ONLY**

Credit Card Number: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Expiration Date on Credit Card: \_\_\_\_\_ 3 Digit Code (CVV): \_\_\_\_\_

Billing Address Associated with Card: \_\_\_\_\_

Authorized for the Purchase of: \_\_\_\_\_ Authorized Amount: \_\_\_\_\_

Signature: \_\_\_\_\_

**Be advised that Plaza 851 Brickell Condominium Association does not accept American Express.**

Privacy Act Notice: This information is for the sole use of Plaza 851 Brickell Condominium Association. It will not be disclosed outside the agency except as required by law. Please be advised that for the protection of your confidential information this document will be disposed of after use.



### PACKAGE RECEIPT AUTHORIZATION

THE UNDERSIGNED, owner(s) ☐ / tenant(s) ☐ of Unit # \_\_\_\_\_ at The Plaza on Brickell 851 Tower, a Condominium, hereby authorize(s) the Condominium Association's front desk personnel to accept, receive and sign for any parcels, deliveries, and/or mail addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels so received. Be advised that the Association will not receive any packages if it is not under the name of the current resident.

Understanding that this authorization is solely for the benefit of the undersigned, I/we hereby release the Condominium Association, its employees, agents and assigns, from any liability arising from this authorization, including, without limitation, liability arising from its employees, agents and assigns, in such regard.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Resident Name: \_\_\_\_\_



### ACCESS AUTHORIZATION

It is standard procedure for the front desk to contact residents prior to granting their visitor(s) access into the premises, except if the visitor has been previously authorized (in writing) by the resident. Otherwise, if the front desk is unable to obtain verbal authorization from the resident, the visitor will be turned away.

Therefore, if an owner/tenant wishes to authorize access to their unit during an absence from the property, this form must be used to designate such authorization. Access will be permitted to all parties listed below.

It is the sole responsibility of the owner/tenant to make all arrangements for their guest(s) to have access to their unit; the resident must provide unit keys for the authorized party. **Management will not be responsible to provide the below named visitor keys under any circumstances.**

Further, I agree that I am fully responsible for my guests' actions while at The Plaza on Brickell 851 Tower, a Condominium and have explained to my guests' that they must abide by all governing documents including Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules and Regulations.

NAME	DO NOT CALL UNIT	CALL BEFORE GRANTING ACCESS	REASON FOR AUTHORIZATION
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resident Name: \_\_\_\_\_



**SCHEDULE "A"**  
**TO**  
**BY-LAWS**  
**RULES AND REGULATIONS**  
**FOR**  
**THE PLAZA 851 BRICKELL CONDOMINIUM**

1. The sidewalks, entrances, passages, lobbies and hallways and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property: nor shall any carts, bicycles, carriages, chairs, tables or any other objects be stored therein, except in areas (if any) designated for such purposes. The personal property of Unit Owners and occupants must be stored in their respective Units.
2. No articles other than patio-type furniture shall be placed on the balconies, patios or Other Common Elements. No linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, balconies, terraces or other portions of the Condominium or Association Property,
3. **No Unit Owner or occupant shall permit anything to fall from a window or door of the Condominium or Association Property. nor sweep or throw from the Condominium or Association Property any dirt or other substance onto any of the balconies or elsewhere in the Building or upon the Common Elements,**
4. No garbage, refuse, trash or rubbish shall be deposited except as permitted by the Association. The requirements from time to time of the company or agency providing trash removal services for disposal or collection shall be complied with all equipment for storage or disposal of such material shall be kept in a clean and sanitary condition.
5. Employees of the Association are not to be sent out by Unit Owners or occupants for personal errands. The Board of Directors shall be solely responsible for directing and supervising employees of the Association.
6. No repair of vehicles shall be made on the Condominium Property.
7. **No Unit Owner or occupant shall make or permit any disturbing noises by himself or his family, servants, employees, pets, agents, visitors or licensees, nor permit any conduct by such persons or pets that will interfere with the rights, Comforts or conveniences of other Unit Owners or occupants.** No Unit Owner or occupant shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other residents. No Unit Owner or occupant shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents.
8. No sign, advertisement, notice or other graphics or fettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Condominium or Association Property, except signs used or approved by the Developer for as long as the Developer owns any portion of The Properties, and thereafter by the Board) or signs promoting the activities from the Commercial Lots, as permitted by the Master Covenants. Except only as may be permitted by the Master Covenants, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the Building or on the Common Elements, without the prior written consent of the Board of Directors of the Association.



9. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Elements.
10. A Unit Owner or occupant who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible firm or individual to care for his Unit should a hurricane threaten the Unit or should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual.
11. A Unit Owner or occupant shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the Building. Notwithstanding the foregoing, any Unit Owner may display one portable removable United States flag in a respectful way, and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4<sup>1</sup>/<sub>2</sub> feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard. Curtains and drapes (or linings thereof) which face on exterior windows or glass doors of Units shall be subject to disapproval by the Board, in which case they shall be removed and replaced with acceptable items.
12. No air-conditioning units may be installed by Unit Owners or occupants. No Unit shall have any aluminum foil placed in any window or glass door or any reflective or tinted substance placed on any glass, unless approved, in advance by the Board of Directors in writing. No unsightly materials may be placed on any window or glass door or be visible through such window or glass door.
13. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises will not be tolerated. All children under twelve (12) years of age must be accompanied by a responsible adult when entering and/or utilizing the recreational facilities.
14. Pets, birds, fish and other animals, reptiles or wildlife shall neither be kept nor maintained in or about the Condominium Property except in accordance with the following, in addition to the applicable terms of the Declaration:
  15. **Dogs and cats shall not be permitted outside of their owner's Unit unless attended by an adult and on a leash not more than six (6) feet long. Said dogs and cats shall only be walked or taken upon those portions of the Common Elements designated by the Association from time to time for such purposes. In no event shall said dog or cat ever be allowed to be walked or taken on or about any recreational facilities contained within The Properties.**
16. Fish or caged domestic (household-type) birds may be kept in the Units, subject to the provisions of the Declaration.



18. Every Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other remedies, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws. Any fines shall be imposed in accordance with the procedures set forth in the Declaration.
19. These rules and regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or activity is or is not permitted. These rules and regulations shall not apply to the Developer, nor its agents or employees and contractors, nor to the Units owned by the Developer. All of these rules and regulations shall apply to all other Owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefore and good cause shown in the sole opinion of the Board.

**POOL RULES – NO LIFEGUARD ON DUTY, SWIM AT YOUR OWN RISK**

1. Pool Hours are from Dawn to Dusk.
2. No Barbequing.
3. No radios, tape decks, sound systems, or CD players are allowed without earphones.
4. Children wearing regular diapers and not toilet trained are not permitted in the swimming pool. Children must wear approved waterproof pants over diaper or approved swim diapers.
5. No floating devices in pool. No rafts, beach balls, surfboards or similar beach equipment are permitted in the swimming pool or pool recreation area.
6. No reserved seating at the pool area.
7. Children under the age of 12 may not swim or use the pool amenities unless accompanied or supervised by a responsible adult.
8. **Cover-ups and footwear are required in all Common Areas. Wearing a towel is not considered a cover-up.**
9. Suntan lotion must be removed by showering before entering the pool. Use the shower on the pool deck.
10. **Cover lounge chairs and cushions with a towel if using suntan lotion.**
11. Lounges or chairs are not to be removed from or dragged across the pool deck.
12. Running, horseplay, climbing, ball or Frisbee playing or other noisy activities are not permitted in or near pool area and or Meditation Garden, Parents are fully responsible for the behavior of their children.
13. Glassware including bottles is not permitted in or near the swimming pool, spa, Meditation Garden, or Recreation Deck. Only non-breakable plastic containers.
14. **Pets are not permitted in pool and spa areas, Meditation Garden, or Recreation Deck – even if carried.**
15. Under NO CIRCUMSTANCES should any Resident or Guest enter the planters on the Recreation Deck.





### **FITNESS CENTER & SPA**

1. Consult your physician before exercising.
2. Comply with the Rules and Regulations.
3. Comply with use instructions for all equipment.
4. Appropriate workout clothing and footwear are required at all times. Athletic shoes, shirts and proper workout attire are expected in the fitness room.
5. No smoking, consumption of food or alcohol beverages is permitted in the fitness room.
6. Equipment is to be wiped down after each use.
7. Any damage to equipment must be reported to management or the front desk immediately.
8. Gym and workout bag should be stored in spa lockers.
9. **Dropping or slamming of weights on the floor is prohibited.**
10. **Return all free weights and dumbbells to their storage racks.**
11. Children under 16 years required adult supervision.
12. Personal fitness instructors must provide proof of certification and liability insurance to Management before using the amenity.
13. Pets are prohibited.
14. **Plaza Towels are prohibited outside the Fitness Center.**

### **BUSINESS CENTER**

1. Maximum time is 30 minutes. Unless there is no one waiting.
2. Residents who abuse and misuse the internet and web services may be prohibited from future use.
3. The Association has the right to impose fines for internet and web services violations.
4. Contact the Management Office should you desire to use these facilities hosting 3 or more persons.

Neither the Associations nor Management assumes responsibilities for any person using these amenities. All persons using the Fitness Center and Spa wet areas do so at their own risk and assumes all responsibility associated with exercise and use of these amenities.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resident Name: \_\_\_\_\_



## **CERTIFICATE OF APPOINTMENT OF VOTING MEMBER**

To the Secretary of THE PLAZA 851 BRICKELL CONDOMINIUM ASSOCIATION. INC. (the "Association")  
 THIS IS TO CERTIFY that the undersigned constituting all of the record Owners of Unit No \_\_\_\_\_ have  
 designated: \_\_\_\_\_ (Name of Voting Member) as their  
 representative to cast all votes and to express all approvals that such Owners may be entitled to cast or express at  
 all meeting of the membership of the Association and for all other purposes provided by the Declaration of  
 Condominium, Articles of Incorporation, and By-Laws of the Association

The following examples illustrate the proper use of this Certificate:

- a. If one individual owns the unit, No Voting Certificate is required
- b. If the unit is owned by a husband and wife, No Voting Certificate is required.
- c. If a corporation or other entity such as partnership owns the unit, a Voting Certificate should be filed designating the Agent of Officer entitled to vote for the corporation or in the case of a non-corporate entity, one of the principals or partners authorized by that entity to vote on behalf of the unit. Either the President, Vice President, or entity owner, attest to by Secretary should execute the Certificate.
- d. If the unit is owned by an individual and his brother, Voting Certificate is required designating either the individual or his brother as the Voting Member (NOT A THIRD PERSON).

PRINT THE NAME OF THE ONE INDIVIDUAL WHO VOTES, AND NO ONE ELSE. BE SURE TO DESIGNATE **ONE**  
 OF THE JOINT OWNERS OF THE UNIT AS THE VOTING MEMBER, NOT A THIRD PERSON,  
 This Certificate is made pursuant to the By-Laws of the Association and shall revoke all prior Certificates  
 and be valid until revoked by a subsequent Certificate

### **SIGNATURES OF INDIVIDUAL OWNERS**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_

### **SIGNATURES FOR CORPORATE OWNERS**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Corporation Name: \_\_\_\_\_ Title: \_\_\_\_\_

### **SIGNATURE FOR ENTITY OWNERS: (Partnership, Trust or other Entity)**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Entity Name: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: THIS FORM IS NOT A PROXY. ANY UNIT OWNED JOINTLY BY TWO OR MORE INDIVIDUALS (OTHER THAN HUSBAND AND WIFE) OR ANY UNIT OWNED BY A CORPORATION OR OTHER LEGAL ENTITY MUST FILE A VOTING CERTIFICATE BEFORE A MEMBERSHIP MEETING OR SUCH UNIT OWNER WILL NOT BE PERMITTED TO VOTE. BE SURE TO DESIGNATE A FULLY AUTHORIZED DIRECTOR, OFFICER, PARTNER OR PRINCIPAL OF THE CORPORATION OR ENTITY•OWNER OF THE UNIT AS THE VOTING MEMBER, IF YOU HAVE ALREADY FILED A VOTING CERTIFICATE AND DO NOT WISH TO CHANGE YOUR DESIGNEE, NO NEW CERTIFICATE NEED BE FILED.