



APPLICATION FOR BASIC WORK:

Unit #: _____ Unit Owner’s Name: _____ Date: _____

Work being performed: _____

Materials specifications: _____

Expected End Date: _____

Company’s Name: _____

Contact Person: _____ Contact Phone #: _____

****ALL documentation requested must be provided for a smooth application process. Missing documentation will result in a delay of the application. Thank you****

Items Needed:

- Unit Access Authorization Form
- Access Procedures Form
- Release, Indemnification & Hold Harmless Agreement
- Contractor Rules & Regulations
- \$2,500.00 *refundable* deposit (**to be provided by the unit owner**)
- List of SUB-CONTRACTORS (if any)
- Scope of Work on company letter head

License & Insurance requirements:

- Copy of Contractor License
- Certificate of Liability Insurance naming MURANO GRANDE as **ADDITIONAL INSURED**
 - \$1,000,000.00 General Liability coverage minimum
 - If there are any sub-contractors, they too will need to provide a certificate naming Murano Grande as **ADDITIONAL INSURED**
 - *Coverage must be valid during the entire time of the job*

There will be random inspections by the maintenance supervisor to ensure work is being conducted as indicated in application and agreeing with the Association’s rules and regulations.

IMPORTANT: PANDEMICS OR NATURAL DISASTERS MAY CAUSE DELAYS IN THE REVISION OF YOUR APPLICATION.

FOR OFFICE USE ONLY (BELOW)

Application Received: _____

Comments:

UNIT ACCESS AUTHORIZATION FORM

Murano Grande at Portofino Condominium Association, Inc.

Date: _____

Unit Owner: _____ Unit #: _____

THIS IS TO AUTHORIZE AND REQUEST you to grant access to the above-described Unit in Murano Grande at Portofino Condominium to the person(s) named below.

In giving this authorization and request, the undersigned ACKNOWLEDGES AND AGREES:

- a. Although the purpose(s) of the entry is stated below (for information only), you are not responsible to see to such purpose(s) being fulfilled nor for limiting access to the accomplishment of such purpose(s);
- b. You are not responsible in any manner for supervising, observing or controlling the conduct of the person(s) to whom access and/or the key was given, and
- c. The undersigned agrees to fully indemnify and hold harmless you and all of your officers, directors, members, employees and agents (including, without limitation, your Management and security companies and their officers, directors and employee(s) named below, whether in the Unit, the Common Elements of the Condominium or otherwise (such agreement to include all attorneys fee and court costs regardless or whether suit is brought or any appeal is taken therefrom).

NAMES OF PERSON(S) AUTHORIZED TO HAVE ACCESS:

NAME OF COMPANY (IF ANY):

PURPOSE(S) OF ACCESS (FOR INFORMATION ONLY):

INTENDED TERMINATION DATE OF AUTHORIZATION: _____

The undersigned agrees to notify Management, in writing, of the termination of this authorization. You are entitled to assume that this authorization is in full force and effect until you actually forward a written notice of such termination.

UNIT OWNER (S) Signature(s) on behalf of all owners of the Unit

Print Name(s) Date

Print Names(s) Date

ACCESS PROCEDURES

For MURANO GRANDE During Opening Period

In an effort to make life more pleasant and orderly for the residents during the completion of construction and the initial move-in period, we ask the unit owners and their contractors to abide by the following rules.

The unit owner is responsible to give the contractor a key to the unit and a key fob for the elevator. MURANO GRANDE personnel cannot operate the elevators, nor open or lock units for contractors.

The MURANO GRANDE Condominium Association, Inc. (the "Association") shall also not be responsible for any doors to units left unlocked by anybody, or for damage or loss to any units or their contents.

To the extent that an Association employee does in fact open a unit for someone at the request of an owner, or someone contracted by an owner, this is only done to assist the owner and does in no way imply that the Association assumes any liability.

All unit owners are responsible for any damage to the Association property or infraction of the Association Rules and Regulations by anybody contracted by them. Safety of persons and property is a very high concern for all.

Service Contractors will be provided with a designated area by the loading dock at the South side of the property to load and unload only. No parking will be provided to Service Contractors in the Association's property.

All contractors and their workers must use the receiving entrance only. Upon due authorization, the contractors will be issued photo ID badges. The photo ID badges are one-time use. Any worker encountered in the building without a valid badge will be escorted off the property. Repeated violation of these procedures can lead to barring the offender permanently from entering the property.

Usage of trash chutes is strictly prohibited and any contractor found using the chute will be escorted off the premises and denied future access. The offending contractor will be denied future access to the building and the unit owner will be responsible for any damage.

Print name – Owner/Contractor

Unit number

Signature

Date

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Murano Grande at Portofino Condominium Association, Inc.

This Release, Indemnification and Hold Harmless Agreement ("Release") is executed this _____ day of _____, 20____ by the undersigned Owner(s) or Lessee(s) of Unit _____ located in the Murano Grande Condominium Association.

Whereas, the Association will permit the undersigned to engage contractors and vendors (including all those working by, through, or under them, the "Personnel") to perform work within the undersigned's unit subject to the terms and conditions set forth hereinafter. The contractor must submit a current certificate of insurance of general liability insurance with limits of at least \$1,000,000.00 and the MURANO GRANDE CONDOMINIUM ASSOCIATION, INC. as an "*additional named insured*", a current certificate of applicable Worker's Comp Insurance will be required and a copy of applicable licenses and required permits.

Now, Therefore, in consideration for being permitted the benefits of allowing the Personnel to perform work within the undersigned's Unit and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned specifically agrees to the following:

The above recitals are true and correct and are incorporated herein by reference. The undersigned acknowledge that the Work performed by such Personnel within their Unit shall be at the undersigned's sole risk and the Association shall not have any responsibilities or liability for the Work performed by such Personnel and further acknowledge and agree that the Association has made no representations regarding the Personnel's ability or qualifications to perform the Work.

The undersigned acknowledges and agrees that the Work performed by such contractor or vendor within their Unit shall be at the undersigned's sole risk and the Association shall not have the responsibilities or liability for the work performed by such contractor or vendor and further acknowledge that the Association has made no representations regarding the contractor or vendor's ability or qualifications to perform the Work.

The undersigned (jointly and severally of more than one) hereby release, indemnify and hold harmless the Association and its directors, officers, agents and employees, lessees, guests and invitees and all members of the Associations from and against all claims, damages, losses and expenses including attorney's fees, at both the trial and appellate level, arising out of or resulting from the contractor or vendor's entry to the undersigned's Unit and the Work performed by, through or under them. This indemnification shall extend to all claims and damages, including consequential damages, losses and expenses attributable to bodily injury, death, and to damages, theft or injury to and destruction of real or personal property including loss of use resulting therefore arising out of or, resulting from the Work performed by the contractor or vendor and entry into the undersigned's Unit.

We have read this Release and understand and agree to all of its terms.

We execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, The undersigned have executed this Release the day and year set forth above.

Witnesses

Owners/Lessees

STATE OF FLORIDA
MIAMI-DADE COUNTY

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ and _____.

He/She/They (who is/are personally known to me) (who has have produced _____ as identification) and (did) (did not) take an oath.

Notary Signature

My commission expires: _____

CONTRACTOR RULES AND REGULATIONS

Welcome to the Murano Grande

We are pleased that you have been selected to work on unit #_____. It is our goal to help you and the resident with a smooth delivery of your services. It is very important that everybody doing work at Murano Grande complies with the following Rules and Regulations in order to make everyone's experience as pleasant as possible.

HOURS OF OPERATION

1. Contractor hours for all the building are 8:30 AM to 4:30 PM Monday through Friday. Latest time to be allowed in is 3:00 pm.
2. Demolition (jackhammering) can only take place on Tuesday, Wednesday, and Thursday between the hours of 10:00 am and 2:00 pm. Management must be notified at least 48 hours in advance to be able to notify the neighboring units.

ELEVATORS

3. The Association does not reserve elevators for contractor work and/or deliveries. Elevators are used in a "first come, first serve" basis.
4. Contractors must use the designated (padded) elevators only.

INSURANCE

5. All contractors must be licensed and insured.
6. You must provide a certificate of insurance for each unit that you work on.

TURNAROUND TIME FOR CONDOMINIUM APPROVAL AND QUESTIONS

7. Letters of Approval from the Condo Association will be issued after all paper work has been submitted, 3 business days for flooring work, and 5 business days for architectural modifications.
8. All questions regarding construction work must be addressed to the Management Office, 305.604.5212 or office@muranogrande.info.

PERMITS

9. Permits are required for flooring, plumbing, electrical work and demolition. For information on pulling a permit at the City of Miami Beach call: (305) 673-7610.
10. To pull a permit at the City of Miami Beach, it is required to present a Letter of Recordation and a copy of the Warranty Deed. The letter is provided by the unit owner's closing agent.

RECEIVING DOCK, ACCESS & PARKING PROCEDURES

11. All contractors must register in the receiving area.
12. A contractor who is not listed on the unit access authorization form will be denied access.
13. Murano Grande Management will not open unit for contractors, unit owner must provide key and fob.
14. Contractors and workmen must follow parking procedures as directed by Murano Grande staff. *Until further notice, the building cannot provide parking for contractors; they need to unload their materials in the receiving area and find parking in the street.*

We apologize for the inconvenience but this is the only way the building can finish and clean the garage area.

15. Crews must use the designated elevators only.

IMPORTANT INFORMATION ON SOUND AND WATER PROOFING

Balconies must have both soundproofing & waterproofing. The soundproofing rating required is STC/IIC 55/55.

Please be advised that we do not have a sound rated ceiling, drop ceiling, or ceiling assembly.

You must provide the specifications of the soundproofing you will be using reflecting this information.

DEPOSIT, FINES, INSPECTION, AND WORKING RULES

16. \$2500.00 deposit - This will cover for damages to common areas (elevators, trash chutes, hallways, etc.). **There are absolutely no exceptions.** Checks are the only payment method accepted. Checks should be made payable to: Murano Grande at Portofino Condominium Association, Inc. Once the inspection has been approved, a check request will be filed for the refund. Be aware that this process may take up to 30 working days. Refund of deposit will be based on compliance with Murano Grande at Portofino Rules and Regulations.

17. Wet saws for tile must be used in a tub inside the unit.

18. Absolutely no refuse, water, or debris is to be left in hallways, stairwell or any other common area of the building.

19. All work must be completed inside the unit: no work is to be done in hallways, stairwells or balconies. FINE: \$100.00 per day.

20. Absolutely no refuse or debris is to be left on balconies edge. FINE: Full \$2,500 Deposit.

21. Unit doors must remain closed at all times while completing work. Fire alarm goes off with excessive dust. FINE: \$250.00 per incident.

I, _____, have read and agree to the above.

Signature _____

Company _____

Contact Person _____

Phone number _____

Work performed _____

Unit worked on _____

Date _____