

# LANAI CONDOMINIUMS

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## Resident Information Form

Welcome to the Lanai!

We're glad you're joining us as a resident and want to give you a heads up on the most important things we value at this building.

- You really do need to **read the rules**. There are many ways to accidentally end up with a fine right off the bat and you can avoid this by being knowledgeable about the Lanai.
- You must notify our Office Manager prior to **moving in or out** of the Lanai. There is a fine for failing to plan moves. If you're new to the building, you need to fill out the new resident form and submit it to the office. There is a \$175 fee to move into the building.
- Do not move anything large in or out of the **front door**. Use the garage door or the back door. Delivery drivers must use the back door but cannot park large trucks on the upper deck of the parking lot.
- If you are a smoker, you are allowed to **smoke** in your unit, but the odors from your tobacco or marijuana may not leave your unit or bother other residents. We are adamant when we say your lifestyle choices cannot negatively impact your neighbors.
- In the same way, you may never play **music** at unreasonable volumes in your unit or in any of the common areas. This isn't an apartment building and many owners have been here for years and we all expect a quiet, clean, and smoke-free environment.
- Read up on how to use the **laundry room** correctly. We have a top of the line facility with very reasonable rates and we expect you to help us keep it that way.
- **Parking** in any spot other than your designated spot or misusing the guest parking will get you towed at your expense.
- You should give the Office Manager a key to your place in case we need to get in there in an emergency, and you want to have a **spare key** to your place somewhere else in case you are locked out after hours. There is nobody to let you into the building or your unit after hours and on weekends. You'll end up calling a locksmith.
- You need to know the **pet rules**. You are allowed one dog under 40 pounds or one cat if you fill out the pet approval form. You may not have two dogs. We have approved two cats in certain situations in the past. You need to take wonderful care of your animals and clean up accidents.
- Do not do any **construction** in your unit of any type without first filling out a Construction Project Approval Form and notifying the Board of your intentions. We can save you money by helping you do it right the first time.
- We only have one **elevator** so treat it kindly. You will be sharing rides with people so expect most people to be friendly and it won't hurt you to be friendly too.
- Get on the **e-mailing list** to stay informed about changes. They happen a lot.
- Come to **Board meetings**. The Lanai is run by an all-volunteer group of residents just like you and your voice plays an important role in decisions we make.

We believe this is the best place to live in the city. We are walking distance to dozens of great restaurants, the bus stops right across the street, and we have a small town neighborhood feeling while living in the center of the city. It's fun here. Welcome.

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## Resident Information Form

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

Unit Number: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_ Number of Pets: \_\_\_\_\_ Owner Y / N (circle)  
All pets must be pre-approved

### Names of Occupants & Pets:

Occupants	Pets (please include type & weight)
1.	1.
2.	2.
3.	3.
4.	

Owner Name & Phone Number: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

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

Homeowner-Insurance Provider: \_\_\_\_\_

Emergency Contact	Relationship	Work#	Cell#
1.			
2.			
3.			
4.			

Renter Name & Phone Number: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

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

Renter-Insurance Provider: \_\_\_\_\_

Emergency Contact	Relationship	Work#	Cell#
1.			
2.			
3.			
4.			

### Key Fob | Storage | Parking

Number of Key Fobs \_\_\_\_\_ List Fob Number 1.                      2.                      3.                      4.

Number of Vehicles: \_\_\_\_\_ License Plate #'s A.                      B.

Parking Spaces \_\_\_\_\_, \_\_\_\_\_, Storage Units \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Additional Information or Special Instructions: