

Purpose: Racquet Club Northeast Condominium Association (association or RCNE) and MC Homes Management Company (management company) request the following information be provided by owners and residents of the RCNE for maintenance and emergency purposes. From time to time, additional information or updated information will be requested. Should an owner or resident experience any changes in information, those individuals are responsible for proactively providing updated information to the management company.

Voluntary Designated Contact (VDC) in Emergency Situations

Control of Access to Residents' units in cases of Emergency Authorization is addressed under Florida Law. The association has the right to direct emergency actions or maintenance within any private condo unit. Entry may be without notice in the case of an emergency, and may be with reasonable notice if it is not an emergency. If a resident does not provide the association (through the management company) with a unit key, should entry to take emergency measures or make emergency repairs become necessary, the association may direct the management company to have a locksmith change the locks to allow access; and the owner or resident will be charged for the expense. Owners and residents are able to provide an Emergency Voluntary Designated Contact (VDC) in Emergency Authorization. By providing this VDC, the owner or resident agrees to the following: I (unit occupant) have read Florida Law and understand it. If the Association is unable to reach me and an emergency arises in my unit, I have listed the following parties and their contact numbers who have my unit key and authorization to access my unit # ____ located in Building ____ Racquet Club NE Condominium. I understand that, should my VDC fail to respond to attempts to contact, the association will proceed with accessing my unit to address any emergency.

VDC Contact Name: _____ Telephone Number: _____ Date: _____

VDC Contact Name: _____ Telephone Number: _____ Date: _____

Appointment of Voluntary Designated Contact Denied:

Choosing to not provide VDC information above automatically indicates agreement to the following, with or without a responsible signatory.

Should an owner or resident choose to not provide one or more VDC names with telephone numbers (above), that owner or resident agrees to the following: By not providing one or more names and phone numbers for VDCs above, I have chosen not to provide an emergency voluntary designated contact name to access my unit # ____ located in Building ____ of the Racquet Club NE Condominium. I understand that any and all fees incurred in the course of gaining access to my unit to address an emergency situation will be my responsibility to pay.

Owner or Resident Signature _____ Date: _____

Contact information - Required

Occupant (Owner or resident)	Unit #	Cell Phone	Home Phone	E-mail	May we publish in the resident directory?	
					Yes	No

Do you live at the Racquet Club NE Condo Unit throughout the year? Please circle: **YES** or **NO**

If "NO" Please answer the following:

RESIDENTS WHO DO NOT LIVE AT THE RCNE CONDO UNIT THROUGHOUT THE YEAR

Months you are away?	From: Month	To: Month	
What is your away Address?	Street	City	State/Zip Code
Person locally responsible as Key Holder for your unit?	Name	Phone #	
Information for person(s) you designate to be notified in the event you are on property and have an emergency:	Name	Relationship	Phone Number
In the event of a major disaster (i.e. hurricane), please list a contact that would be able to locate you regardless of where you evacuate.	Name	Phone (Home) Cell:	Email address

Pets: Provide number and vaccination status of each pet below. See rules and regulations regarding pets.

Dog(s)	Cat(s)	Other - specify	Proof of Vaccinations

Vehicles:

Resident vehicle information is required:

Resident Name	Driver's license #	Registration #	License Plate #

Bicycles – Decals must be obtained from Management Company unless bicycle is kept within the private unit.

Resident Name	Bike Decal #

My signature below acknowledges that I have read and understand the RCNE Rules and Regulations

Owner or Resident Signature _____ Date _____

Owner or Resident Signature _____ Date _____

If at any time the above information should change, the responsible owner or resident is must notify the Association through MC Homes Management: mchomes@outlook.com; Maggie Caceres Office Manager; 1155 Pasadena Avenue South, Suite H, South Pasadena, FL 33707; (727) 432-2181 (office); (727) 490-2938 (fax)