

The Portland Plaza

1500 SW Fifth Avenue
Portland, Oregon 97201

RESIDENT/RENTER/GUEST INFORMATION

Resident/Renter/Guest(s) Name _____ Unit# _____

Unit Owners Authorization _____ Unit # _____
(signature)

Resident/Rental Start Date: _____ End Date: _____

Best phone number(s) to reach you, (please indicate main/cell, home, work, etc.)

Your Email _____
(For emergency and building notifications)

Emergency contact person. _____, Phone _____

I have received a copy of the Rules and Regulations and will abide by them

I authorize Portland Plaza staff to use my ID to assist in security/access during the term of my stay.

I have received a copy of the Plaza's emergency evacuation procedures. _____
(signature)

Below this line to be completed by staff.

I have verified The name on the rental form, (ID card, DL, Passport)

I have provided resident with their assigned electronic fobs (# _____)

I have provided resident a copy of the rules, and evacuation procedures.

Initials _____

Thank you for completing this form, and returning it to the Building Manager
manager@theportlandplaza.com or frontdesk@theportlandplaza.com

Residency/Pets/Vehicles

Names of all people residing at my unit:

1. _____ 2. _____ 3. _____

Cat(s) or dog(s) residing at my unit:

Pet 1: Cat _____ Dog _____ Breed/Color/Markings _____

Pet 2: Cat _____ Dog _____ Breed/Color/Markings _____

Vehicles(s) that are regularly parked at my unit:

Car(s) _____

Make	Year	Make	Year
------	------	------	------

_____	_____	_____	_____
License #		License #	

_____	_____	_____	_____
Parking Spot #		Parking Spot #	

**Thank you for completing this form, and returning it to the Building Manager
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Rental Checklist

From the owner

- #1, a copy of the signed lease agreement.
- #2. Proof of insurance, from the owner.
- #3 Signed Hold Harmless from the owner.

from the renter

- #4 The renter information form, completed by the renter (attached)
- #5 The move-in form from renter, (attached).
- #5a move-in fee of \$250. (should accompany the form)
- #6, The signed addendum, (attached) signed by both owner and renter,

If they have a pet there are additional documents.

The Electronic fobs, are assigned by, and should all be returned to the Portland Plaza.
Keys are provided by the owner.

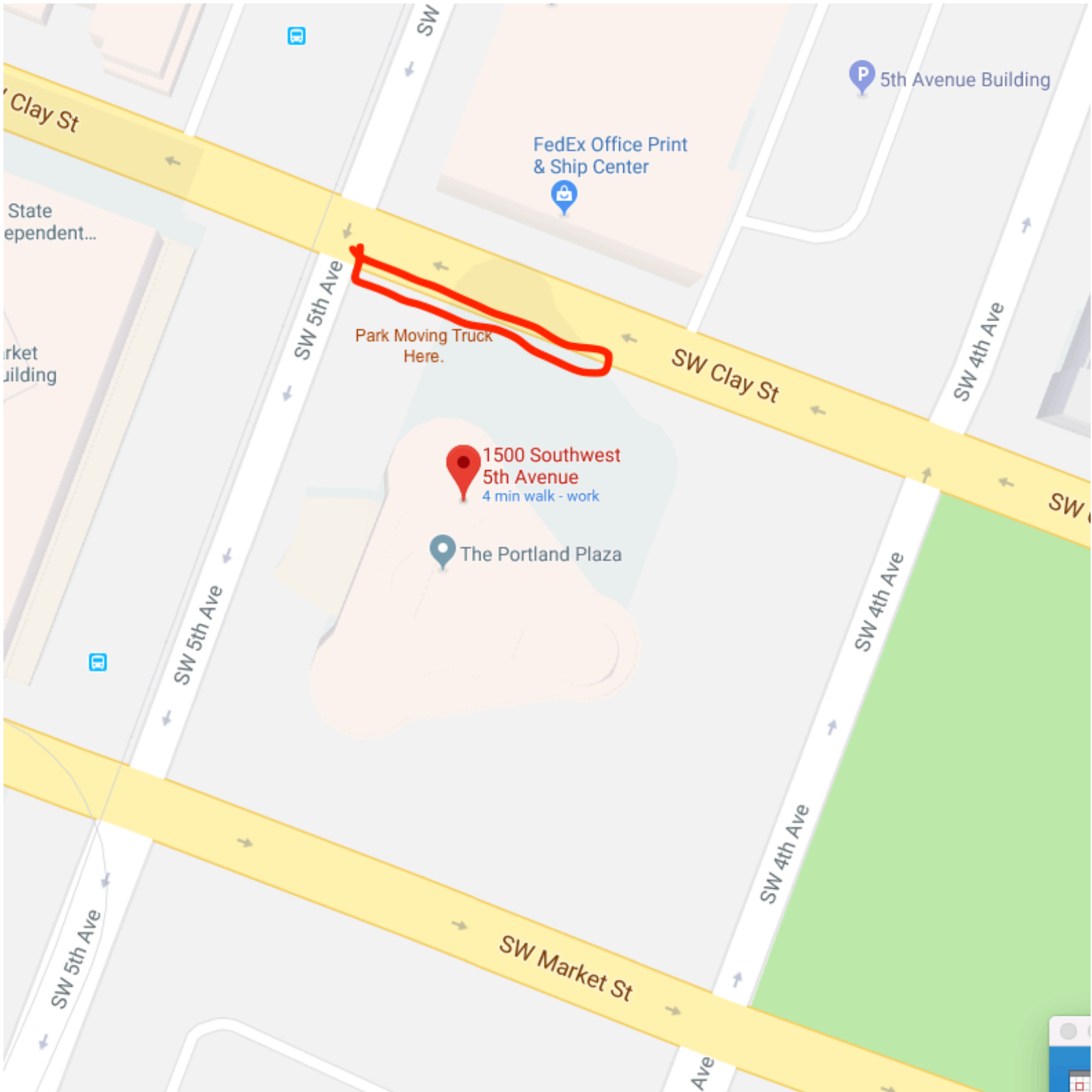
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Proof of Insurance as stated in Plaza rules.

3.11 Insurance

- a. The Association shall obtain and maintain in force policies of insurance as provided in the Declaration and Bylaws of the Association.
- b. Any owner or tenant who rents or leases a unit, in whole or in part, must provide proof of current insurance which specifically indemnifies the Association against acts and omissions of the tenant(s). In addition, the owner must sign an indemnity (“hold harmless”) prior to each lease.



Clay St

State
ependent...

arket
ilding

P 5th Avenue Building

FedEx Office Print
& Ship Center

Park Moving Truck
Here.

1500 Southwest
5th Avenue
4 min walk - work

The Portland Plaza

SW Clay St

SW 4th Ave

SW

SW 5th Ave

SW 4th Ave

SW Market St

SW 4th Ave

SW 5th Ave

Ave

The Portland Plaza

Addendum #1 (From Plaza rules)

4.1B. The owner and their agents shall have the tenant or other person occupying a unit with the owner's permission either (a) sign a statement that he/she has read, understands, and agrees to abide by the Rules and agrees that failure to abide by the Rules shall constitute a default under his/her lease or occupancy agreement and be grounds for termination by the Landlord, or (b) shall file with the Building Manager copy of a written lease containing substantially the following language:

“Tenants shall conduct themselves and require other persons permitted in the premises with their consent to conduct themselves in a manner that will not disturb his neighbor's peaceful enjoyment of the premises.

“Tenants shall comply with all conditions and restrictions set forth in the Portland Plaza Declaration of Unit Ownership, the Amended Bylaws of the Portland Plaza Unit Owners Association, and Rules and Regulations adopted there under.”

Tenant :

Dated:

Owner :

Dated:

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Elevator Reservation/Moving Registration

All individuals planning to move items in or out of the Portland Plaza building are required to complete this form and receive management's approval prior to the elevator being scheduled (Move in fee is \$250.00). Security staff cannot assist with scheduling of the elevator until they receive authorization from management via this form.

Scheduled Moving/Delivery Date: _____ Unit#: _____

Move start time: _____ End time: _____

Move in OR **Move out** (circle one) **Owner** OR **Renter** (circle one)

Name of Resident: _____ Phone: _____

Name of Moving/Delivery Firm: _____ Phone: _____

Forwarding Address for Move Out's: _____

I have received a copy of the Portland Plaza Unit Owner's Association rules and instructions to movers. I agree to abide by these rules and instructions.

I agree to pay all cost to clean or repair Portland Plaza incurred by me or my representatives. (Minimum \$25.00)

Signature: _____ Date: _____

Building Manager Approval Y / N _____

Items below are for completion by security personnel upon completion.

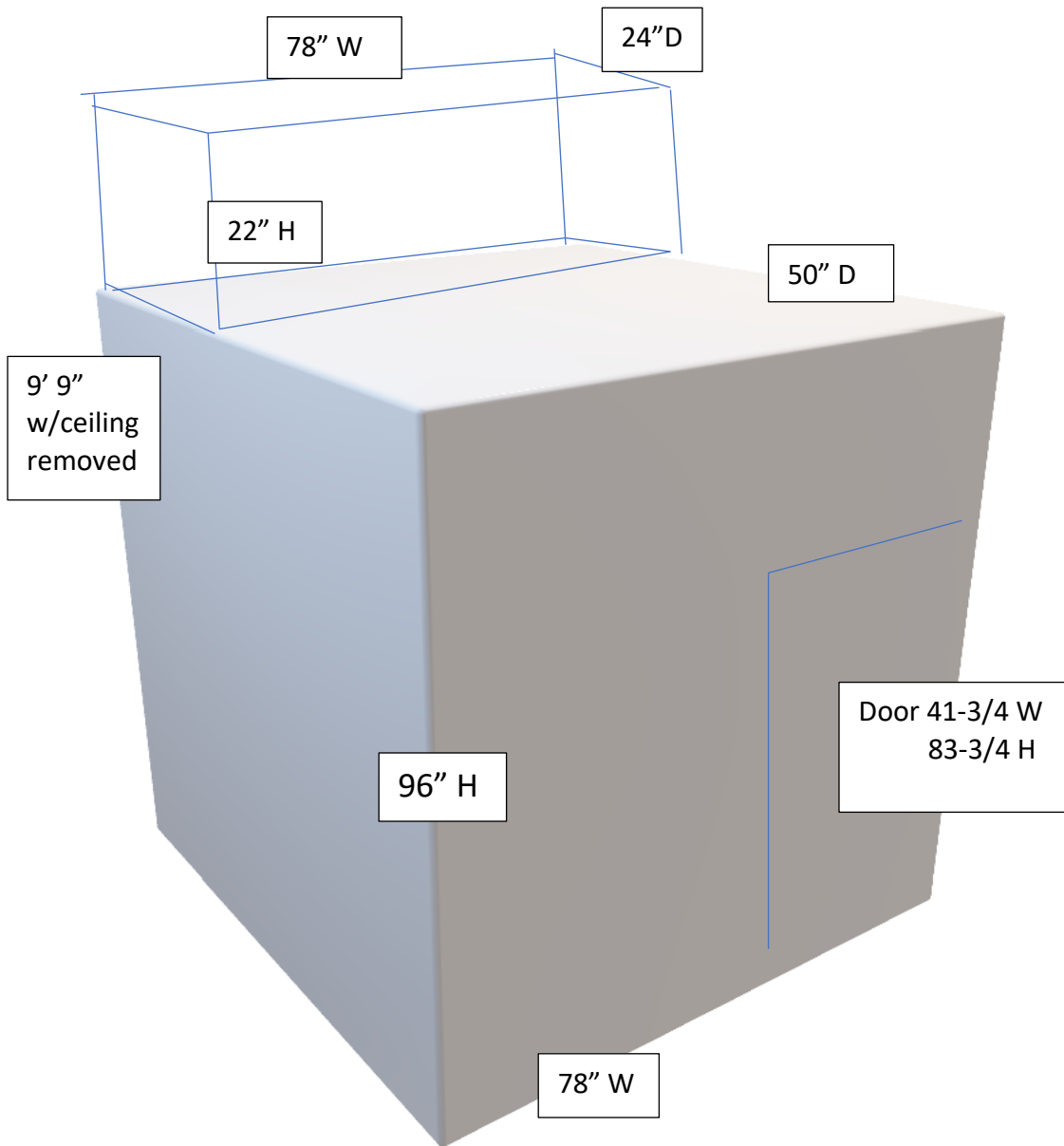
- # _____ Exterior door fobs
- # _____ Garage door openers assigned/returned
- _____ Damage & cleaning inspections (elevator, halls, garage)
- _____ Boxes and other debris removed from the building

Signature of security personnel: _____ Date: _____

Moving Instructions

(Please provide to Moving Co)

- 1. Move ins/outs are scheduled through the front desk.**
- 2. The freight elevator cannot be reserved without a completed moving registration form.**
- 3. Moving hours are from 8AM until 5PM, Monday through Saturday. (No moving is allowed on Sundays or major holidays).**
- 4. All moving firms/individuals must register at the front desk upon arrival at the building. The security staff will coordinate moving arrangements within the building. Moving instructions should be issued to the moving firm. *PLEASE NOTE, the Clay St exit cannot be left open if unattended. Owners MUST ensure the door is manned or closed throughout the move.***
- 5. If street parking is needed, arrangements must be made with the city. <https://www.portlandoregon.gov/transportation/article/174124>**
- 6. Elevator pads and a protective carpet are stored in the Plaza level trash room. Security will have these installed prior to the move.**
- 7. Unit owners, tenants and movers are responsible for any damage they may cause to the building, and for vacuuming halls, elevators, and garage areas when they have completed their work. Note any debris left or any damage to the building.**
- 8. Movers must return the freight elevator to the first floor and check with security prior to departure.**



The ceiling in the elevator can be removed, which opens up an additional area. It allows items up to 9'9" to be loaded, or up to 10' at a diagonal.

The Portland Plaza

HOLD HARMLESS:

To the fullest extent permitted by Oregon law, the Owner, Tenant and/or Guest will indemnify and hold harmless, Portland Plaza, their officers, directors, owners, representatives, and agents from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default of Tenant and/or Guest.

Owner

Unit #