



MOVE-IN / MOVE-OUT REQUEST FORM

UNIT #: _____ RESIDENT NAME: _____
OWNER/LESSEE

REQUESTED BY: _____

MOVING DATE: _____

MOVING COMPANY: _____

MOVE-IN _____

MOVE-OUT _____

For Office Use Only

AUTHORIZED BY: _____ DATE: _____

SECURITY _____ H/K _____ RECEIVING _____



MOVING INSTRUCTIONS

Resident must initial each line:

- Management office must be notified at least two (2) weeks prior to the Moving date.
- A deposit of \$1000 must accompany notification.
- Moves with less than two weeks notice require written approval from two (2) board members and receipt of a cashier's check for \$1,000.
- Association Personnel "AP" must be present at all times during the move. AP charges are \$15.00 per hour.
- The AP will provide instruction regarding procedures. Moving Company must sign this agreement prior to the move.
- Moving hours are from 9 AM to 4:30 PM **ONLY!** Movers must be out of the premises by 4:30 PM.
- Cancellations require a 24 hour written notice.
- It is the Resident's responsibility to request the deposit refund less the fees incurred.
- 18-WHEELED VEHICLES **ARE NOT ALLOWED** on the premises.
- Only the service elevator (left side) may be used.
- Wedging, blocking, jamming, or otherwise leaving or rendering any keyed door in an open position is prohibited.
- Hallway carpet protectors must be used. Carpet protector must cover the traveled area from elevator to unit. Only Towers protectors may be used. Daily fee is \$25.00.
- Late fee of \$100 per hour for movers still on the premises after 4:30 PM.
- Liquids being transported must be securely sealed.
- Boxes may not be thrown down the chute or left in the hallway. If this occurs, a charge will be imposed. The AP will make a report of any boxes left in the common areas or thrown down the

chute. If you have boxes that need to be thrown away, please take them to the dumpster outside by the tennis courts or call our main office in order to make arrangements with housekeeping.

DEPOSIT

— Owner is fully responsible and liable for any and all damages to the elevators, hallways, and other common elements caused by the unit owner’s occupants, family, contractors, delivery personnel, employees, guests and lessees.

— The following items will be deducted from the deposit:

- The carpet protector fee
- AP hourly charge
- Any damages
- Late departure charges
- Boxes left in common areas
- Cancellation charges
- Housekeeping charges
- Other extraordinary events

I have read and agreed to all the above Moving regulations

Resident: _____ Date: _____

I have read and agreed to the Moving company regulations

Moving company representative: _____ Date: _____