



MOVE-IN, MOVE-OUT AND/OR MAJOR DELIVERY

For purposes of this form, "**MOVES**" refers to any move into and/or out of the building from another property, moves from one Unit to another within the building, and for any deliveries (single or multiple Units) including but not limited to boxed or construction materials, repair or replacement equipment, furniture or any items that cannot fit on our standard "courtesy carts" provided in the P-1/P-2 elevator lobbies and must be received through the north service/delivery door on P-1 and necessitate a lock down of the elevator.

1. The noted **MOVES** requiring the use of the elevator for a period of time greater than two (2) hours in a given day will comply with the conditions and fees formulated below.
2. The scheduling of the elevator is on a first-come (**WITH** fee received), first-served basis.
 - a. The reservation for the **MOVE must** be made with security a minimum of 48 hours in advance.
 - b. If such notice is not possible and the elevator is available, use of the elevator may be granted at the discretion of Management and/or security with payment made at the time of request.
 - c. In the event another resident has reserved the elevator and paid the fee, it is not the obligation of security, Management and/or the Executive Board to provide for any other use of the elevator.
3. Payment of \$100.00 should accompany the reservation form; until the payment is received, the reservation date is held as tentative and is subject to being superseded by a paid request for the same date.
 - a. If the **MOVE** arrives and payment has yet to be received, the **MOVE** will be refused; **WITHOUT EXCEPTION!**
4. Any **MOVE** requiring the use of the elevator for a period of time less than two (2) consecutive hours; while not requiring the fee, still requires a reservation of the elevator in the schedule at the security desk and must comply with the same conditions of use.

Please circle one and fill out accordingly. . .

1. I, _____ of Unit # _____ hereby request a **MOVE** date of ____/____/____ reserving the use of the freight elevator for the entire day (between 9:00 a.m. and 4:00 p.m. only).
 - a. I understand that a fee of \$100.00 will be charged for all **MOVES** over two (2) hours in a given day.
 - b. I understand that such reservations will be scheduled on a first come, first served basis and until my payment is received, this reservation date is only held as tentative.
 - c. I will notify security when my **MOVE** is complete for final inspections.
2. I, _____ of Unit # _____ hereby request a **MOVE** date of ____/____/____ reserving the use of the freight elevator for a period of time not to exceed two hours from _____ until _____ (between 9:00am and 4:00pm only).
 - a. I understand that in the event my **MOVE** arrives prior to or after that two hour window I will either have to reschedule the reservation and/or **MOVE**, **OR** pay the full \$100.00 fee to hold the elevator for an extended period of time, pending availability.
 - b. I understand that if for any reason, my **MOVE** takes longer than two hours; I owe the reservation fee noted below.

Conditions of use of the elevator for move-in/move-out and/or major deliveries, regardless of time;

3. I understand that it is my responsibility to assure that the Moving or Delivery Company arrives in a timely manner and commits to having adequate manpower and equipment assigned to complete the **MOVE** within the 9:00am to 4:00pm time limit as noted above. Any delivery intended to begin after 3:00pm that might take longer than 1-hour will not be allowed.
 - a. I understand that it is my responsibility to inform movers, (contracted or resident), that all packing material, (moving, storage, delivery boxes, floor covering or any other bulky waste items associated with the **MOVE**) must be removed from the Property immediately after the **MOVE**.
 - b. I understand that contracted movers are not to use the dumpsters in the trash area on P-1 or the trash rooms located on each floor for the removal of the bulky waste items.
4. I understand that all **MOVES** are subject to the following:
 - a. All **MOVES** are restricted to Monday through Friday between 9:00am and 4:00pm
 - b. No **MOVES** will be allowed on New Year's Day, Memorial Day, The 4th of July, Labor Day, Rosh Hashanah, Yom Kippur, Eid, Thanksgiving Day or Christmas Day.
 - c. Moving and delivery trucks must park along the north side of the building at the P1 entry and are to enter the building from that point only.
 1. Trucks are not allowed up the entrance ramp, at visitor parking or the Lobby entrance.
 2. Under no circumstances are any **MOVES** permitted through the lobby.
 - d. The moving/delivery truck and all related material must be off the Property by 5:00 p.m.
 - e. Movers, (contracted or resident), cannot restrict the use of the elevator for undue periods of time.
 1. A load must brought to the P-1 elevator lobby from the service entrance, the elevator called, loaded, moved to the desired floor, unloaded at the elevator lobby on that floor and then released.

5. Prior to the move, I have the right to accompany Management or their designee to inspect the Common Element associated with my *MOVE*. That inspection will serve as my opportunity to notice any pre-existing damages. Any such damages observed will be noted below.
6. After the move, I also have the right to accompany Management or their designee to inspecting the Common Element associated with my *MOVE*. If, after the *MOVE*, it is determined by Management or their designee that damage has occurred and is attributable to the mover, an assessment to the Unit Owner will be made to cover the cost of repair.

Damage inspection before the move

Damage inspection after the move

7. I understand that any specific requests or special circumstances must be reviewed with Management or their designee at the time of the reservation.
8. I have read, understand, and agree to abide by the guidelines delineated above.

Signature of Unit Owner/resident

Unit #

Signature of Management/security

Date check received
(copy attached)