

## Moving Requirements

Moves into or out of the building are to be scheduled Monday through Saturday, beginning after 9:00 a.m. and finishing before 6:00 p.m. with the exception of holidays. Exceptions to these times must be cleared with the Building Manager.

The building Manager should be notified at least one week in advance so that the service elevator can be reserved.

There is an administrative fee(Owner move ins ONLY), Move-on/Move-out fee, and refundable damage deposit due and payable prior to reserving the freight elevator for move in/move out.

Pads available from the maintenance staff must be used in the elevator at all times during the move. Unit owners are responsible for any damage to common areas caused by themselves, their movers or their tenants when moving into or out of the building. Charges will be assessed to the unit owner for such repairs.

To minimize inconvenience to other residents, the following applies to all moves in and out of the building:

1. Prior to the move, the Owner and Building representative must complete an inspection of the area affected. If the follow-up inspection after the move is completed reveals no damage resulting from the move, the deposit will be returned within one week of the move. Should the inspection reveal damages, some or all of the deposit will be retained by the Association for correction of such damages. In the event damages exceed the initial deposit, the Association is not limited in its right to assess and collect additional cost in full.
2. In the event the Service Elevator goes out of service during a move, the move must be suspended until that elevator is back in service. The Association is not responsible for paying charges for delays in the completion of the move.