

MOVES

To schedule use of the service elevator for moving into or out of the building (or within the building), please contact the Management Office as far in advance as possible. A copy of the closing statement is required prior to any move in of a new purchaser.

Only one (1) move per day will be scheduled and only the Service Elevator is to be used. Authorized moving times are as follows:

Monday through Friday ----->4:30 p.m. to 10:00p.m.

Saturday & Sunday ----->9:00 a.m. to 10:00 p.m.

A Certificate of Insurance from your moving company MUST be submitted to the Management Office prior to the date of the move. The certificate must name the *161 Chicago Avenue East Condominium Association* and Draper & Kramer, Inc. as additional insured parties and show the coverage's and amounts satisfactory to the Board (General Liability is required). The certificate must be submitted at least 2 working days prior to the move so that adjustments can be made if necessary.

A \$100.00 fee for each move date scheduled is charged to cover the cost of materials and labor necessary to appropriately protect the common areas affected by the move. This check is to be made payable to *161 Chicago Avenue East Condominium Association*.

Additionally, a \$500.00 refundable security deposit is required for move-outs. THIS MUST BE IN THE FORM OF A CASHIER'S OR CERTIFIED CHECK made payable to the *161 Chicago Avenue East Condominium Association*. After the move if there is no damage to the common areas of the building, the Management Office will return the deposit by Certified Mail unless other arrangements are made for pick up.

Costs for damage caused as a result of a move-in will be billed to the unit owner's assessment account.

Prior to starting the move, the resident or his/her representative and a staff member will jointly inspect the common areas and complete and sign a checklist noting existing marks or scratches. Upon completion of the move, the resident or his/her representative will again inspect the common areas with a staff member and note any additional damage in the common areas.

IT IS THE RESPONSIBILITY OF THE UNIT OWNER TO MAKE SURE THAT ALL OF THE ABOVE REQUIREMENTS ARE FULFILLED. IF ANY OF THE REQUIREMENTS ARE NOT MET PRIOR TO THE MOVE, THE MOVE WILL NOT BE ALLOWED TO PROCEED.