

MOVING PROCEDURES

1. Your moving date and elevator reservation must be confirmed at least one-week in advance with the doorman.
2. Each move is permitted three (3) hours of elevator time.
3. Only the designated elevator may be used, and ONLY when padding is present.
4. Moving will be allowed between the hours of 9:00 A.M. and 4:00 P.M. Monday through Friday and 9:00 A.M. and 3:00 P.M. on Saturday. Absolutely no moves are allowed on Sundays or Holidays. (Holidays are defined as New Years Eve and New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.) Moves on any of the above holidays will be subject to fines by the Board of Directors.
5. Should your move take longer than anticipated, you may have to wait until the next available time, especially if moves are scheduled back to back.
6. The Association will require a deposit of \$250.00, payable in certified funds only, which must be given to the Doorman prior to the move. The Deposit is refundable provided that there is no damage to the common areas during the moving process.
7. The deposit will be set aside for indemnification in whole or in part to the Towers Condominium Association for any damages to the association's property. Any damages attributed to the Resident's moving activity will be charged against the deposit. If the damages are in excess of the deposit, the unit owner will be responsible to pay the excess amount.
8. A moving fee (Move-in/out) of \$200.00 is required along with the \$250.00 deposit. This fee represents costs associated with the maintenance and doorman staff in supervising the move, and is non-refundable.

Agreed and Accepted _____

Signature and Date _____