

**MOVE IN/OUT AGREEMENT**

1. I, \_\_\_\_\_ OF UNIT # \_\_\_\_\_ HEREBY  
REQUEST A MOVE IN/OUT DATE AND RESERVATION FOR THE USE  
OF THE WEST ELEVATOR.

\_\_\_\_\_  
DATE OF REQUEST

\_\_\_\_\_  
DATE OF MOVE IN/OUT

NOTE: MOVE IN/OUT RESERVATION DATE MUST BE MADE WITH  
THE MANAGER A MINIMUM OF ONE (1) WEEK IN ADVANCE OF THE  
MOVE IN AN EFFORT TO AVOID POTENTIAL CONFLICTS. A \$300  
REFUNDABLE DEPOSIT MUST BE PROVIDED WITH THIS  
APPLICATION.

2. ALL MOVES IN/OUT ARE SUBJECT TO THE FOLLOWING:

A) MOVES IN/OUT ARE RESTRICTED TO MONDAY THROUGH FRIDAY  
BETWEEN 8 A.M. AND 5 P.M. ONLY, EXCLUDING HOLIDAYS.

THE MOVING TRUCK AND ALL RELATED MATERIAL MUST BE OFF  
THE PROPERTY BY 5 P.M.

(B) ALL COSTS TO REPAIR DAMAGES TO THE COMMON ELEMENT  
WHICH WERE CAUSED BY THE MOVE WILL BE REIMBURSED TO THE  
ASSOCIATION IF IN EXCESS OF THE \$300 DEPOSIT WITHIN 30 DAYS  
OF NOTIFICATION.

C) MOVERS MUST NOT TIE UP THE ELEVATOR FOR UNDUE PERIODS  
OF TIME. A LOAD MUST BE BROUGHT TO THE ELEVATOR, THE  
ELEVATOR THEN CALLED, LOADED, MOVED TO THE DESIRED  
FLOOR, UNLOADED AND LET GO. THERE MUST BE AN OPPORTUNITY  
FOR OTHERS TO USE THE ELEVATOR.

D) MOVING TRUCKS MUST PARK ALONG THE WEST SIDE OF THE  
GARAGE DRIVEWAY AND ARE NOT ALLOWED ON THE PARKING  
DECK AT ANY TIME DUE TO DECK LIMITATIONS.

E) ALL MOVES TO BE MADE THROUGH THE GARAGE LEVEL. NO  
ITEMS WILL BE PERMITTED THROUGH THE LOBBY.

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- 3) I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ASSURE THAT THE MOVING COMPANY ARRIVES EARLY ENOUGH AND COMMIT TO HAVING ADEQUATE MANPOWER AND EQUIPMENT ASSIGNED. TO COMPLETE THE MOVE-IN/OUT WITHIN THE HOURS OF 8 AM TO 4 PM SO THAT ELEVATORS MAY BE CLEANED BEFORE 4:30 PM WHEN STAFF LEAVE FOR THE DAY.
- 4) I WILL INSPECT THE COMMON ELEMENTS INVOLVED IN MY MOVE WITH THE MANAGER OR HIS ASSIGNEE AND THAT INSPECTION WILL SERVE AS MY NOTICE OF ANY DAMAGE. DAMAGE WILL BE LISTED AFTER SUCH INSPECTION. COSTS MUST BE RECEIVED WITHIN 30 DAYS OF SUCH NOTIFICATION.
- 5) ANY PORTION OF THE DEPOSIT NOT USED TO COVER REIMBURSEMENT OF REPAIRS AS SPECIFIED IN THIS AGREEMENT WILL BE REIMBURSED TO THE PERSON REQUESTING THE MOVE. IF THE DEPOSIT IS NOT SUFFICIENT TO COVER COSTS AND DAMAGE INCURRED IN THE MOVE, THE INDIVIDUAL SIGNING THIS AGREEMENT IS RESPONSIBLE FOR PAYING THE ADDITIONAL COSTS.
- 6) I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE GUIDELINES DELINEATED ABOVE.

\_\_\_\_\_  
SIGNATURE OF UNIT OWNER/LESSEE

UNIT # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MOVING CO REPRESENTATIVE  
(OPTIONAL)

DATE \$300 DEPOSIT RECEIVED: \_\_\_\_\_

\_\_\_\_\_  
DATE OF MOVE ASSIGNED

\_\_\_\_\_  
MANAGER'S SIGNATURE

- 7) ANY CLARIFICATION OR SPECIAL CIRCUMSTANCES WILL BE REVIEWED WITH THE MANAGER.

DAMAGE INSPECTION: \_\_\_\_\_

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