VISTA DEL MAR CONDOMINIUM ASSOCIATION
MOVE IN/OUT FORM

Please complete this form, along with the required documentation, and your checks payable to Vista Del Mar COA to the Association Managers Office on the mezzanine level of the Barcelona Building.

A Certificate of Insurance from the moving company must be provided with the names Vista Del Mar Condominium Association (COA) and Ponderosa Manaagem, LLC named as additional insured.

Fees and deposits are required.

- OWNER INFORMATION -

Owner of Property		Phone	
Building	☐ Portofino (130) ☐ Barcelona (122)	Unit #	

- MOVE DETAIL -

I am	☐ Moving In ☐ Moving out
Moving Date(s):	
Mover(s):	☐ Self ☐ Company
Move Fee	$500 (two or more weeks notice provided) $750 (less than two weeks notice provided)
Deposit	If the move does not involve professional movers a $2,000 refundable deposit is required.
Checklist	☐ Certificate of Insurance ☐ Move Fee ☐ Deposit (self-move)

- ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS –

The moving party consents to abide by the established procedures and policies stipulated in the rules and regulations.

Signature of Owner		Email	
Printed Name		Date	

MOVE IN & OUT POLICY

When moving in or out of a building, particularly a condominium building, proper planning and coordination is required by both the residents and staff for the best results.

Scheduling. If an Owner, lessee, or guest is moving in or out of Vista del Mar, two (2) weeks written notice (see Appendix for form) must be submitted to the management company. If less than two weeks' notice is provided, additional fees will be charged. Moves with less than seventy-two (72) hours' notice are not permitted.

Moving Hours. All moves must be scheduled between the hours of 9 a.m. – 5 p.m. Monday through Friday and will not commence until elevators are padded. Moving is not permitted outside of these hours or on holidays as determined by the Board and/or Management. No more than one move will be scheduled for any given day. Moves will be scheduled on a first come first served basis.

Fees. A non-refundable fee of $500 per day that a move in or out is scheduled is required. This fee offsets expenses incurred by the Association to coordinate each move as well as wear and tear to the common elements and equipment. If less than two weeks' notice is provided, the fee will increase to $750.

Security Deposit. There is a one-time refundable security deposit of $2,000. Management staff, accompanied by the resident, will conduct an inspection of the elevator, lobby, and garage before and after the scheduled move. Throughout the course of the move, staff will inspect the common areas and document any damage. The cost of any repairs or cleanup will be deducted from the security deposit. Damages in excess of deposit will be billed to the Owners account and payable in the same manner as assessments.

Insurance. Prior to moving, A Certificate of Insurance must be provided naming Vista del Mar Condominium Association and the Management Company as additional insured. The certificate must reflect general liability and workers compensation insurance as being held by the company or individual facilitating the move.

Enforcement. If a move begins without the above requirements being met, the Association will impose a response fee of not less than $1,000 or halt the move and deny use of the elevators or common areas. The priority of our staff will always be to protect and secure our property during moves and deliveries.

Visitor Access. For security purposes, residents should not give their building and elevator code out to movers; upon receipt of payment and insurance, a one-time code will be provided to residents to supply to their movers. The code will be deactivated when the move has commenced. Residents are responsible for providing access through the visitor gate the day of the move. At the gate, visitors may gain access to the community from the call box. While on the telephone with your visitor, pushing the number 9 digit on your telephone keypad will open the gate and allow passage.

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MOVE IN & OUT PROCEDURES

Parking. Moving trucks must be parked as directed by management. All other vehicles must be parked in the overflow lot West of the Barcelona building. Under no circumstances are moving vans or vehicles permitted to block the parking garage entrances or park in the garage.

Doors. Whether entering or exiting the building, all moves and deliveries must be brought through the garage doors. For security purposes, doors must remain closed and never propped open.

Elevators. Elevators used to facilitate a move in or out and delivery of large items must be protected and only the designated elevator may be used.

Loading. The accumulation of goods in the common areas is strictly prohibited. Each load shall be completed before another is taken to or removed from the unit. Luggage carts are not permitted for use by movers, or contractors, or for the transportation of large items including furniture, boxes, appliances, etc.

Trash. Due to limited receptacles, all moving boxes and packing materials must be taken off-site for disposal.

Cleanup. All debris must be removed from the common areas and surfaces restored to the condition in which they were found. Cleaning fees, as determined by the Board or Management, will apply if cleanup is required by staff.

FURNITURE, DELIVERIES, PICKUPS, AND APPLIANCES.

All moving procedures apply to one-time deliveries and pickups. There is no fee for one-time deliveries and pickups provided repeated use of the elevator does not exceed 30 minutes. Residents are responsible for providing gate, building, and unit access for their deliveries. Items moved through the elevator that pose a risk to common property, such as appliances, require elevator padding. Requests for padding should be submitted with at least 72 hours of advance notice. Unless a variance request has been submitted and approved by the Board or Management, one-time deliveries and pickups must also occur between 9 a.m. – 5 p.m. Monday through Friday.

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