

MOVE-INS, MOVE-OUTS AND DELIVERIES

Resident Information:

- Name: _____
- Address: _____
- Contact Number: _____
- Email: _____

Moving Company Information:

- Company Name: _____
- Contact Person: _____
- Contact Number: _____
- Email: _____

Move-IN / Out Details: Move-out hours (8:00 a.m. to 4:00 p.m. Monday through Saturday)

Scheduled Move-IN/ Out Date(s): _____

Reservation Date Requested: _____ (Must be at least 2 weeks prior to move-out date)

Security Deposit Paid: Yes No

Moving Truck Details:

License Plate Number: _____

Insurance Certificate Provided: Yes No

Turn to next page

MOVE-INS, MOVE-OUTS AND DELIVERIES

Acknowledgement of Rules: By signing below, I acknowledge that I have read and agree to abide by the rules and regulations outlined by the Association regarding move-outs, including but not limited to:

- Move-out hours (8:00 a.m. to 4:00 p.m. Monday through Saturday)
- Reservation requirements (at least 2 weeks prior)
- Security deposit (\$2,500.00)
- Liability insurance requirement (\$1,000,000.00)
- Parking restrictions

Resident Signature: _____

Date: _____

Association Representative Signature: _____

Date: _____

[Note: This form must be submitted to the Association prior to the scheduled move-out date. Failure to comply with the rules may result in penalties or delays in the move-out process.]

SECTION 2 – MOVE-INS, MOVE-OUTS AND DELIVERIES

2.1 Hours for Move-Ins/Move-Outs: Move-ins and move-outs shall only be permitted Monday

through Saturday from 8:00 a.m. to 4:00 P.M. and only during such specific times as reserved in advance

MOVE-INS, MOVE-OUTS AND DELIVERIES

with the Association. All moving trucks and/or vehicles used in the process must be removed from the

Community by 4:00 P.M. on such days, or earlier if so stated in the moving reservation with the

Association, without exception.

2.2 Reserving Dates: Residents must make reservations at least 2 weeks prior to their

scheduled move-in or move-out date.

2.3 Frequency: The Board of Directors may use its discretion in limiting the move-in and

move-out frequency, reservations, and otherwise related activity within the Community.

2.4 Security Deposit for Community Area Only: Prior to all move-ins and move-outs

within the Community, a refundable security deposit of \$2,500.00 must be delivered to the Association

when making a reservation. The security deposit, less any deductions for damages caused to the Common

Areas or other permitted charges, shall be returned to the person's designated address within thirty (30)

days after written notice is delivered to the Association of the move-out and designated address.

2.5 Liability Insurance and Other Requirements: All movers must provide the Association

with a copy of such certifications or licenses as required by law, a \$1,000,000.00 liability insurance

MOVE-INS, MOVE-OUTS AND DELIVERIES

certificate of insurance, with the Association listed as an additional insured, prior to the scheduled move-

in or move-out.

2.6 Parking Restrictions: Moving trucks and vehicles used in the process are permitted to

park only in designated areas within the Community and must not park in the entrance area of the

Community or obstruct any other ingress, egress, and/or parking areas.

2.7 Hours for Deliveries: Deliveries of any kind or nature requiring the assistance of a Security

Officer shall be permitted only Monday through Saturday from 7:00 a.m. to 6:00 p.m.