

APM MANAGEMENT, INC.

Educated Board Members Make Better Decisions

MOVE IN/OUT RULES

These rules and procedures apply to all moves into and out of the building. A move in/out is any relocation of furniture or items in connection with the beginning or end of unit occupancy by an owner or tenant.

ADVANCE WRITTEN REQUEST

All move in/out requests must be approved in writing by management at least 48 hours in advance of the requested date. Requests can be emailed to Vanda@AdorePM.com. Please include the following information in your email:

- Date and time of the proposed move (including the estimated length of time the move will take)
- Contact information for the moving company and/or all persons associated with the move on the day of the move
- A signed copy of the move in/out rules
- Move in requests must also be accompanied by a completed tenant information form
- Proof of insurance is required from the moving company (see next page for details)

MOVE IN / OUT HOURS

Mon-Fri	8 am to 6 pm
Sat & Sun	9 am to 5 pm

Additional restrictions may apply on holidays and/or holiday weekends
For more information, call the management company

PHYSICAL INSPECTION – Pre and Post Move

Prior to move in/out, owners should report any pre-existing common area damage to management so that they are not held responsible for repairs post-move. The best way to do this is with photos sent to management prior to the scheduled move.

Once the move is complete, management and/or a board member will inspect the common areas to make sure they are intact and undamaged. If damage is discovered, the association will have it repaired and the cost for repair will be levied against the unit owner.

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DAY OF THE MOVE

- **Common area doors cannot be propped open for any amount of time** and left unattended. If common area doors are to be left open, someone must be present and visible at all times near the door to prevent people who have no on-site business at from entering the property.
- Moving trucks cannot block drive ways.
- Walls, corners, thresholds, doors, steps, etc. should be protected as needed with corner guards, carpet covers, pads, etc.
- Movers should keep noise to a minimum in common areas

TRASH & BULKY ITEMS

- Only properly bagged trash may be put into the trash chute.
- **All cardboard boxes must be broken down and placed in the recycling bin.** If the bin is full, the boxes must be kept inside the unit until there is room in the bin or taken off site for proper disposal.
- No bulky items, such as furniture, shall be placed in the association's trash chute or trash rooms. Residents must make appropriate arrangements for bulky item removal by calling the appropriate city:
 1. Santa Monica at (310) 458-2223 or recycling@smgov.net
 2. Los Angeles at (800) 773-2489 or use the MyLA311 app

I acknowledge receipt of these rules and will comply with all of them. I understand that failure to follow these rules may result in fines ranging from \$50 to \$500 per violation.

Unit Owner: _____ Date: _____

Tenant (if applicable): _____ Date: _____

Move In/Out Date: _____ Time: _____

Moving Company: _____

On Site Contact
Day of Move: _____ Cell: _____

PROOF OF INSURANCE DUE 24 HOURS PRIOR TO SCHEDULED MOVE IN

The moving company must issue a Certificate of Insurance naming the Homeowners Association as an additional insured, with minimum property coverage of \$1,000,000 and minimum liability coverage of \$1,000,000.